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Minutes

College of Liberal Arts Minutes and Reports

11-23-2020

Minutes, Faculty Research and Development Committee, Monday, November 23, 2020

Faculty Research and Development Committee
College of Liberal Arts, Rollins College

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MINUTES

College of Liberal Arts' Faculty Research & Development Committee Meeting

Monday, November 23, 2020

1:00 p.m. – 2:15 p.m.

<https://rollins.webex.com/meet/jyu>

ATTENDANCE

The following colleagues were present:

Nancy Chick (*Non-Voting Member*)
Denise Cummings (*Humanities Division Rep*)
Robin Gerchman (*Expressive Arts Division Rep*)
Kaitlyn Harrington (*Note Taker*)
Jenn Manak (*At-Large Rep*)
Devon Massot (*Non-Voting Member*)
Mari Robertson (*Social Sciences Division Rep*)
Kathryn Sutherland (*Science & Mathematics Division Rep*)
Jie Yu (*Committee Chair & Social Sciences Applied Division Rep*)

The following colleagues were present after 1:25pm:

Sheryl Namingit (*Business Division Rep*)

The following colleagues were absent:

Jennifer Cavanaugh (*Non-Voting Member*)

CALL TO ORDER

Jie Yu called the meeting to order @ 1:03 p.m.

APPROVAL OF PREVIOUS MEETING MINUTES

Jie Yu made the correction of **three (3)** FYRST grants, instead of four (4).

Minutes from the previous College of Liberal Arts' Faculty Research & Development Committee Meeting, held on November 9, 2020 from 1:00 p.m. – 2:15 p.m. in Dr. Jie Yu's Webex Room, were unanimously approved.

NEW BUSINESS

- I. Approve eleven (11) grant proposals
 - a. Jie Yu shared three (3) FYRST grant proposals and eight (8) Critchfield/Cornell grant proposals with the committee prior to the meeting
 - b. Jie Yu then created a spreadsheet that captured all eleven (11) grant proposals' rankings to review during today's (November 23rd) meeting
 - c. Jie Yu is double checking with Dean Cavanaugh and Karla Knight in the Dean's Office that FYRST grants are funded separately from the Critchfield/Cornell grants, but the eight (8) Critchfield/Cornell grant proposals under consideration only total \$34k
 - i. This would leave \$34k for the grant proposals under consideration during the Spring 2021 semester
 - d. Kathryn Sutherland reminded her fellow committee members that faculty who will be on sabbatical are the priority
 - e. The committee discussed that all eight (8) Critchfield/Cornell grants were worthy of full funding, but wondered if approving travel funds was appropriate at this time due to COVID-19
 - i. Only six (6) of the eight (8) requested the full \$5k funding, so there are no budget concerns at this time
 - f. The following grants and their requested amounts were unanimously approved:
 - i. FYRST Grant 1-3
 - ii. Critchfield/Cornell Grant 1-8
 - g. Jie Yu will notify Provost Singer, Dean Cavanaugh, and Karla Knight of the committee's decision after this meeting
- II. Approve the updated grant proposal report template
 - a. The committee ultimately decided to remove any verbiage about a category being "optional" for Critchfield/Cornell grants, so applicants were encouraged to share as much information as possible with the committee
 - b. The committee also decided to add more rows to the "anticipated expenses" section to encourage the applicant to include an itemized list, when applicable
 - c. The committee agreed that working with Amy Sugar and her team to put this template in a digital format in the future would be beneficial for the applicants, committee, and Karla Knight in the Dean's Office
 - d. Jie Yu will send an updated version of the template to the committee for final approval, before Nancy Chick assists with formatting
- III. Approve the updated grant rubric template
 - a. Kathryn Sutherland brought up Jie Yu's idea of a scoring system to simplify the committee's review work
 - b. Devon Massot recommended applicants receive a letter from the committee:
 - i. Thank you for applying, the committee has approved your proposal and your requested funding amount in full

- ii. Thank you for applying, the committee sees the value in your proposal but needs more information about ___ before approving the proposal and requested funding
- c. The committee agreed that both of these ideas would be helpful in the future

REMINDER OF NEXT MEETING

Karla Knight in the Dean's Office was collecting FYRST grant reports until Sunday, November 15, 2020. Jie Yu will ask Karla to upload the final reports for the committee to review beforehand then discuss at the next meeting.

The College of Liberal Arts' Faculty Research & Development Committee will convene on Monday, December 7, 2020 from 1:00 p.m. – 2:15 p.m. in [Jie Yu's Webex Room](#).

ADJOURNMENT

Jie Yu adjourned the meeting at 2:05 p.m.