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Faculty Research and Development Committee
Minutes

College of Liberal Arts Minutes and Reports

2-24-2021

Minutes, Faculty Research and Development Committee Meetings, Wednesday, February 17, and Wednesday, February 24, 2021

Faculty Research and Development Committee

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MINUTES

College of Liberal Arts' Faculty Research & Development Committee Meeting (Part 1 of 2)

Wednesday, February 17, 2021

2:30 p.m. – 3:45 p.m.

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

ATTENDANCE

The following colleagues were present:

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*)
Sheryl Namingit (*Business Division Rep*)
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 absent:

Jennifer Cavanaugh (*Non-Voting Member*)
Nancy Chick (*Non-Voting Member*)

CALL TO ORDER

Jie Yu called the meeting to order at 2:31 p.m.

APPROVAL OF PREVIOUS MEETING MINUTES

Minutes from the previous College of Liberal Arts' Faculty Research & Development Committee Meeting (held on December 7, 2020 from 1:00 p.m. – 2:15 p.m. in Jie Yu's Webex Room) were unanimously approved without corrections.

NEW BUSINESS

- I. Funding Recommendations for the Spring 2021 Grant Proposals
 - a. Jie shared fifteen (15) Ashforth, Critchfield/Cornell, and Individual/Course Development Grants with the committee prior to the meeting
 - b. There is not enough funding at this time to fund all fifteen (15) grants at \$52,369
 - a. The committee considered the following, since all proposals were well-written:
 - i. Proposals from new faculty should be prioritized, since they are at the beginning of their career and need to build-up their scholarship
 - ii. Proposals from faculty who have yet to receive grant funding or received less funding the past 6-years than others should be prioritized as well to “spread the wealth”
 - iii. Potential restrictions on travel, especially internationally locally and internationally
 - iv. Parameters of the Individual/Course Development Grants
 1. The committee found that “conferences” can be funded in this category, per the grant’s guidelines
 - v. #9 not being IRB approved yet
 - vi. While non-tenured faculty are eligible to apply, they shouldn’t be prioritized over tenure-track faculty due to scholarship piece of the tenure and promotion process
 - b. The committee plans to develop a more clear ranking system to simplify this process in the future
 - c. The committee also wishes to revisit the wording of each grant’s criteria to provide more clarity
 - d. Karla and Kaitlyn in the Dean’s Office to provide the committee with an anonymous list of who’s new, tenure-tracked, and their funding history to assist with re-ranking
 - e. Jie to ask Dean Cavanaugh about the eleven (11) out of seventeen (17) folks who did not utilize their funds in 2020-21, if any left-over funding will “rollover” into future academic years, and if conferences being part of the Individual/Course Development Grants should be more widely broadcasted to the faculty

REMINDER OF NEXT MEETING

The College of Liberal Arts’ Faculty Research & Development Committee will re-convene for part 2 of this meeting on February 24, 2021 from 2:30 p.m. – 3:45 p.m. in [Jie Yu’s Webex Room](#).

ADJOURNMENT

Jie Yu adjourned the meeting at 3:39 p.m.



MINUTES

College of Liberal Arts' Faculty Research & Development Committee Meeting (Part 2 of 2)

Wednesday, February 24, 2021

2:30 p.m. – 3:45 p.m.

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

ATTENDANCE

The following colleagues were present:

Jennifer Cavanaugh (*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*)
Sheryl Namingit (*Business Division Rep*)
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 absent:

Nancy Chick (*Non-Voting Member*)

CALL TO ORDER

Jie Yu called the meeting to order at 2:32 p.m.

APPROVAL OF PREVIOUS MEETING MINUTES

N/A

NEW BUSINESS

- I. Funding Recommendations for the Spring 2021 Grant Proposals
 - a. Prior to today's (February 24th) meeting: the committee re-ranked the proposals, Karla confirmed that there is now enough money for all fifteen (15) proposals to be funded fully if the committee desires it, and Jie organized a spreadsheet

- i. Highest ratings = Grants #2, #5, #7, #9, #15
 - ii. Lowest ratings = Grants #4, #6, #8, #10, #13
 - b. The committee asked Dean Cavanaugh:
 - i. Parameters to consider for Individual/Course Development Grants – as long as the faculty member’s work will ultimately benefit the students in a positive way it fits the guidelines
 - ii. How these funds work – they’re restricted from an endowment, any funds that remain will go towards future grant proposals
 - c. The committee discussed their reservations from last week’s meeting and ultimately and unanimously decided to fund all fifteen (15) grant proposals and their requested amounts in full
 - i. Grant #15 should properly submit their previous report to Karla before being given more funding
 - d. Jie to notify Provost Singer, Dean Cavanaugh, and Karla Knight of the committee’s decision after this meeting
- II. Discussion of the 2020-21 Mid-Year Reports for any further revisions needed by the Grant Report Form and/or Grant Report Rubric
 - a. Karla shared the 2020-21 Mid-Year Reports with the committee via Canvas prior to today’s (February 24th) meeting
 - b. The committee discussed how many of them were very short, due to most being impacted and/or delayed by COVID-19
 - c. One faculty member uploaded the incorrect document
 - i. Jie to ask Karla to reach out and have them correct it
 - d. The committee agreed to add “progress to date” back onto the Grant Report Form
 - e. Jenn and Sheryl to work on updating the Grant Report Rubric, to try and better align with the process that exists for Student-Faculty Collaborative Research proposals
 - f. Since the next meeting will be focused on funding recommendations for Student-Faculty Collaborate Research and likely take the entire time, the committee agreed to add a meeting on April 14, 2021 from 2:30 p.m. – 3:45 p.m. in [Jie Yu’s Webex Room](#) to address updating processes with the new 2021-22 committee members

REMINDER OF NEXT MEETING

The College of Liberal Arts’ Faculty Research & Development Committee will convene on March 23, 2021 from 12:30 p.m. – 1:45 p.m. in [Jie Yu’s Webex Room](#).

ADJOURNMENT

Jie Yu adjourned the meeting at 3:39 p.m.