

Committee on Faculty Scholarship, Research, and Professional Development

Approved Minutes

Date: February 18 , 2004

Time: 8:30 AM - 10:00 AM

Place: Horvitz Building, LaBonte Boardroom

Present: Ron Chenail (PRO), Laurie Dringus (GSCIS), Leonard Levy (HPD/COM), and Ron Needleman (HUIZENGA).

Absent: Nathan Azrin (CPS), Elizabeth Brennan (UNS), Mary Collins (FGSE), Akintade Dare (HPD/CDM), Arthur DeCarlo (HPD/COM), Gary Gershman (FCAS), Joe Grohman (LAW), Bill Hardigan (HPD/COP), J. Preston Jones (HUIZENGA), Ed Keith (OSC), Ed Lieblein (GSCIS), Fred Lippman (HPD/EXEC.OFCS), Peggy Loewy Wellisch (FIN.AID), *David Loshin (HPD/OPT), Harvey Mayrovitz (HPD/CMS), Barbara Packer (FGSE), *Appu Rathinavelu (HPD/COP), *Josephine Shallo-Hoffman (HPD/OPT), *Kimberly Shaw (MSIECS), Keith Sherwood (HPD/CDM), Mahmood Shivji (OSC), *Barbara Sterry (OGC), and Hamdesa Tusso (GHS&SS).

Guest: Roger LaCasse

Committee Charge: The purpose of the Committee on Faculty Scholarship, Research, and Professional Development is to assist with the development of goals and expectations for scholarship and research and to define the policies and procedures needed to support these activities in a high-quality manner.

1. Approval of Minutes from January 21, 2004

The minutes of the January 21, 2004 meeting were approved and will be posted at <http://www.nova.edu/cwis/vpaa/facres/forms/facres012104.pdf>.

2. NSU Accounting System and Grants – Ron Chenail and Roger LaCasse

Roger LaCasse addressed the Committee and gave an overview of the responsibilities the university's Office of Financial Operations had in the area of grants and contracts. These responsibilities included processing of invoices, helping with audits, and preparing the fiscal closeouts of awards. He discussed how his office worked with the Office of Grants and Contracts in the post-award phase. He also reviewed how indirect costs were negotiated with the federal government and how they were credited within the NSU accounting system. He said that if any committee members had questions about specific grants, they could contact him at 954.262.5272 or lacasse@nsu.nova.edu.

3. Quality of Life Program – Ron Chenail

Dr. Chenail reported that the group working on the Quality of Life Grant Application and Review Procedures had met numerous times and that a draft had been

distributed for review and comment. He expected the draft would be ready for President Ferrero's review shortly and that this year's competition would commence along the same timeline as that of the President's Faculty Research and Development Grants (e.g., proposals due April 2 and awards made May 14).

4. Sub-committee on Best Practices and Benchmarking: Graduate Student Scholarship Program – Ed Keith

Dr. Chenail said that the sub-committee met February 18, 2004 to discuss the development of procedures for the tuition waivers. He reported that Ms. Barbara Sterry was in the process of researching how other universities manage their student tuition waiver programs and to assess the current level of research activity within NSU in order to determine how many waivers may be needed based upon current grants containing graduate student stipends. Dr. Appu Rathinavelu was drafting a report regarding the issues discussed by the sub-committee.

5. President's Faculty Research and Development Grants Update – Ron Chenail

Dr. Chenail reported that the Grants program was on schedule and proceeding well. He said that two follow-up training sessions had been conducted with faculty reviewers who were not able to attend the earlier group trainings and that follow-up letters had been sent to all faculty reviewers. He also observed that there was a tremendous level of interest in this year's grants and that he anticipated a record number of submissions in April.

6. NSU Strategic Plan – Ron Chenail

Dr. Chenail distributed the latest draft of the NSU Strategic Plan and asked Committee members to review and to submit suggestions, additions, and deletions to Dr. Dian Moorhouse. He also said he would send the Committee an electronic copy of the draft after today's meeting.

7. Poster Printers Update – Ron Chenail

Based upon an earlier request, Dr. Chenail stated he had been exploring ways we can improve the printing of posters at the university. To this end, Dr. Chenail asked the deans to respond to a survey so a better picture of the level of poster printing activities and the specific needs of faculty and students could be assessed. Seven academic units responded to the survey and the summary of the responses are

- Seven of the seven units reported a need for poster printing services for their faculties and/or students.
- Two units reported using CopyRight, two used Kinko's, two units did not specify the outside vendor, and the Oceanographic Center has their own poster printer. A "do it yourself" approach was also being used.
- Estimates for the number of posters printed each year range from 139 to 183. Two reporting units said their numbers would be increasing.
- Size of posters (in inches) included 22 x 30, 36 x 48, 36 x 52, and 48 x 60.
- Specific needs included black and white and color posters, lamination, pick up and delivery services, ability to review and edit poster proofs before printing,

special backing for display, speed, and quality.

The results of the survey are being reviewed by Dr. George Hanbury, Mr. Chris Ott, and Mr. Marc Crocquet in order to explore securing a better outsourcing arrangement for poster printing. Dr. Chenail said he would report back to the Committee at the March meeting about the latest progress with this matter.

8. Other Items of Discussion:

a. NSU Designated as an Hispanic Serving Institution

Dr. Chenail reported that the United States Department of Education notified NSU this week that university's request for designation as an eligible institution under Title III, Part A and/or Title V of the Higher Education Act (HEA) has been approved. This means NSU can apply for a new grant under Title III, Part A and/or Title V. For example, this means we can now apply for a grant under the Title V program which assists Hispanic Serving Institutions (HSI) in improving and expanding their capacity to serve Hispanic students and low-income individuals.

This designation also means that we again may be entitled to a waiver of the non-federal share requirements under federal Work Study programs, the federal Supplemental Educational Opportunity Grant Program and the Student Support Services program under Title IV, as well as under the Undergraduate International Studies and Foreign Language Program authorized by Title VI.

Dr. Chenail recognized Ms. Barbara Sterry, Dr. John Losak, and Ms. Peggy Loewy-Wellisch and their staffs for their work on the NSU application. He also said that he would work with Ms. Sterry regarding a presentation to the Committee on what other grant opportunities would be open to NSU with our HIS designation.

b. IRB Accreditation Retreat

Dr. Chenail reported that the retreat to plan for federal accreditation of the NSU IRB was scheduled for February 28, 2004 and that he would report back to the Committee at the March meeting regarding the group's progress.

9. Next Meeting: Tuesday, March 16, 2004 in the Board Room of the Horvitz Administration Building.

8. Adjournment

The meeting was adjourned at 9:40 A.M.