Faculty Research Advisory Board
Meeting Minutes
2/16/2016
Location

Members present: Rita Hagevik, Chair; Ryan Anderson, Sec.; John Labadie, Richard Vela, Irina Falls

Members absent: Bullard-Dillard, Roe, Koirala

Also attending were: Martin Farley

Recording Secretary:

I.   Call to Order

        The meeting was called to order by Chair Hagevik at 3:06PM

II.   Approval of Minutes of January, 19, 2016, Meeting

        The minutes of the January, 19, 2016 meeting of the FRAB were approved.

III.   Approval of Agenda

        Approved without additions or corrections.

IV.   Report from the Chair

        Chair Hagevik reported:

        1. a request to consolidate previous reports on faculty research into this meeting's minutes [see att.]

        2. Discussion of Faculty Senate Resolution on the State of the University Library. A general sense of appall and dismay at cuts to the MLL's staff and resources, which make faculty research that much more difficult. The heart and soul a university's research capabilities is its library and UNCP will have a difficult time convincing faculty it values and/or enables faculty research without addressing this grievous situation.

        3. Presented Dr. Bullard-Dillard's report in her absence. See #6 below.

V.   Reports from Administrators [if applicable]

        N/A

VI.   Reports from Subcommittees [if applicable]

         N/A

VII.   Old Business

         Prof. Labadie follows up on report regarding International Programs, please see #5 below.

         Prof. Vela presents report, "Grants to Support Faculty Research." See #4 below.

VIII.   New Business

         Prof. Martin Farley: introduces discussion regarding potential for accruing external funding for research, considering this seems to be an initiative encouraged by UNCP leadership. We need to find out why faculty members are not more active in pursuing grants, noting that if support for pursuing grants does not emerge it will be difficult to generate more grant monies. FRAB will need to pursue initiatives, considering attitude seems to be among faculty that "it is not worth the effort" and this should be both a bottom up and top down effort. Noted that UNCP is among lowest performing members of UNC system, support needed to improve.

         Discussion and analysis of reports, held over to next meeting.

IX.   Announcements

         The next meeting will be held in Oxendine 2202 at 3pm on March 22, 2016.

X.   Adjournment

         The meeting was adjourned at 4:10pm.

Respectfully submitted by:
Prof. Ryan Anderson
Recording Secretary

#1: Library Resources and Services for Faculty Research; Dr. Rita Hagevik, report given 11/15

LIBRARY RESOURCES AND SERVICES FOR FACULTY RESEARCH
Mary Livermore Library staff is happy to work with faculty to find solutions for research needs.

Collection Development
The collection development policy recognizes the need to support faculty research in the selections of print and electronic resources. Requests will be honored as funding allows. In the event that an item is not available at the library, the InterLibrary Loan service is available.

Reference
Librarians are available for consultations. They will assist in locating information, compiling bibliographies and ascertaining journal impact information. Librarians are happy to visit faculty in their offices to demonstrate database options and/or how to use RefWorks.

BraveDOCKS   http://libres.uncg.edu/ir/uncp/
UNCP's open access institutional repository is maintained by Mary Livermore Library.
- Provides a permanent archive of your work
- Provides easier access for your colleagues and students
- Garners a worldwide audience for your work
- Increases the uses and citations of your work by researchers and scholars
- Showcases UNCP faculty scholarship

Information for Faculty Available on Mary Livermore Library Website
http://www.uncp.edu/academics/library/information-and-services-faculty

ACTION STEPS

From Claire: When I was at James Madison University, I was liaison to the Center for Faculty Innovation (their teaching and learning center). The library had a fund allocation specifically for buying materials (primarily books and DVDs) to support faculty work – all kinds of teaching topics, tenure, publishing, etc. At UNCP such books are purchased, but not aggressively and they are purchased using School of Education funds.
I don't know, if this fits in the scope of the committee work you are doing, but a suggestion would be to have a fund specifically for buying materials for all faculty issues. I think this would force a routine effort to identify books and DVDs to purchase.   If this suggestion

comes from faculty, it will carry more weight. (I already tried unsuccessfully to convey the need and the distinction from the School of Education.)

The library is willing to host workshops around specific research topics and specific types of research software as staffing allows. The library has been reduced by five positions so they are stretched pretty thin right now.

#2 Undergraduate and Graduate Research Support Report, Given 11/15, Dr. John Roe

Graduate Assistants

We have 25 positions supported through Academic Affairs (AA) and allocated to departments with graduate programs. The funding has not diminished from previous years (even in recent budget cuts), but is certainly subject to change, as the support from AA comes from the State budget. The graduate office allocates a number of positions across qualifying programs. For instance, the Science Education program in Biology gets one position.

Graduate assistants can also be funded through the department, or through external grants. The graduate office will manage the logistics in such cases.

While the student must be a graduate student, if faculty can demonstrate a need for an assistant, graduate assistants can be available to all faculty members (even non-graduate faculty). A request to the dean must be placed to request additional graduate assistant positions beyond what is normally allocated.

Graduate assistants can be used for many purposes, but work should be related to their degree program and research is highly encouraged. Graduate assistants are also encouraged to present at PURCS and other university symposia.

RISE

Support involves money to pay students an hourly wage to do faculty-mentored research plus an equipment budget of $500 – $1500 per academic year or during summer terms. However, the student can use these hours for many other RISE activities and studying, so the amount of time devoted to research varies temporally. Faculty can also apply for funding through Academic Affairs for a summer salary to cover up to 10 weeks to supervise students in research. Salaries can be up to $5,500, but may depend on how many other faculty members are supported and for how many weeks the support is requested. Funding for faculty summer support from AA comes from State budget, and is thus subject to change. However, since RISE began, funding to support faculty summer salaries has remained stable.

PURC

Support involves money to pay a student an hourly wage to do faculty-mentored research, plus an equipment budget of $500 per semester. Funding from NASNTI (DOE – Native American Serving Non-tribal Institutions) supports student stipends for USAs, and all other funding comes from Academic Affairs (State funds), which are subject to change. However, funding for PURC through AA has remained stable in recent years.

Faculty Feedback

- I did not know about the number of graduate assistant positions and I assumed they were only available to graduate faculty.

- The university / college does not provide enough incentive to involve students in research. There is limited-to-no official course release time or other way to officially recognize and reward this timely form of student interaction/teaching. A "pat on the back" is nice, but regular course release time or extra pay (similar to a faculty overload) would provide tangible rewards that would incentivize faculty mentoring of students in research. We still have all of the other full time responsibilities, while mentoring students in research only adds to this workload.
- There is not enough time to allocate to quality supervision of undergraduate research given all of our other responsibilities.
- For PURC and RISE, we need more equipment money. Much scientific research requires technologies / resources that are becoming increasingly expensive. RISE budgets have fluctuated each year, so some predictability in funding would help faculty plan what may be accomplished or whether / how much additional external funding may be required. Communication to faculty about how and when funds must be spent could be made more transparent.

Action Items
- Someone should create a clearinghouse website dedicated to resources that faculty may utilize when pursuing research, including those opportunities involving graduate or undergraduate students. This could provide a list of links to other websites (RISE, PURC, Graduate Studies and Research, Teaching and Learning Center, Office of Sponsored Research, etc.) where more detailed information could be found, including deadlines. [PURC deadlines are clearly stated on its webpage already. One deadline that is problematic is end-of-year spending deadline, which is released to campus from GA late in the spring semester—sometimes in May and within weeks of deadline--making it impossible to provide help in long-term planning]
- The most significant area to address is the issue of faculty time. We need to have a discussion with the relevant levels of administration (Department, College, University) to brainstorm solutions that could open opportunities and provide the necessary incentives to allow faculty to pursue mentoring students in research. One thing to consider is shifting to a 3/3 teaching load. Another is to award faculty the actual time they spend in labs and have that work towards teaching loads. For instance, labs in Biology cover nearly two hours, not including the significant hands-on prep time to set up and take down the lab (time that lectures do not require). However, faculty members are given only 1.5 hours of teaching credit per lab. We could also develop a rubric that awards teaching credits for supervising students in research that goes towards the teaching load. Currently, students enrolled in independent research courses (e.g., BIO 4990) are not even linked to their professor of record for the course, so addressing that disconnect is a place to start. From there, a faculty supervising X number of students for X number of credit hours could earn teaching credits that could then count towards overall teaching loads, or be rewarded as a course overload with additional pay.
- We need to have a discussion with RISE and PURC coordinators as to how funds for equipment could be increased. For those programs that draw some external funds

(NIH, DOE), perhaps increases in requested funding for research support could be written into proposal renewals.

#3: Area report: Conference Support and International Travel, given 11/15

1. A reply from the Interim Dean of Arts & Sciences was perviously sent to the group. Please see the message copied below:

Questions from the FRAB committee
From: Meredith Storms Tue 9/1/2015 10:15 AM
To: John Labadie;
John,
The guidelines for the Dean's Supplemental Travel fund are available athttp://www.uncp.edu/academics/colleges-schools-departments/colleges-schools/college-arts-and-sciences/travel-guidelines.

1. As noted in the guidelines, the eligibility criteria are the same for both domestic and international travel. The only difference is that faculty may be awarded up to $2,000 for international travel as opposed to $1500 for domestic travel. The total for travel is $3,000 per year (requests exceeding this amount are reviewed and funded if "substantial benefit to the university" is evident.) For either type of travel, faculty must have "active participation". This could include presenting a paper, serving on a panel, serving as a board member, chairing a session, or conducting book/field research, for example.

2. As stated in the guidelines, we have a committee of three faculty members who review the travel requests (domestic and international) and make a recommendation for funding. We do our best to include a faculty member from each area -- math/sciences, arts/humanities, and the social sciences. In the past, requests for international travel required the final approval of the Chancellor. I'm assuming this will continue.

3. We do receive a few requests each year for international travel and for the most part, these have been funded. I'm not sure if a separate committee is necessary based on the number of requests we receive (it is usually only about 5 or so per year, I think).

4. I'm open to suggestions on the role of the Office of International Programs in our procedures. However, as I understand it, they have funds that can be used for travel and on occasion, faculty do receive travel funding from more than one source.

The funds allocated for the Dean's Supplemental Travel Fund are to assist our Arts and Sciences faculty with travel (domestic or international). While we have a healthy budget, the available funds are not unlimited. We work diligently to award supplemental travel funds in a fair and consistent manner. Typically, when faculty submit travel requests before the priority deadline (or early in the year), their travel is funded. In fact, for the last few years, we have been able to fund nearly all of the requests submitted for supplemental funds.

I hope this helps. Please let me know if you need any further information or if I can assist in any way.

Meredith"

Addendum: To add to this report from a personal perspective, I did apply for, and as granted, funds to travel to Germany this summer to be involved in a "visiting artist" program in Munich, Germany. SO, it would appear that "full" professors can indeed be granted support for travel to international locations to pursue professional activities/projects.

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2. In Sept., and again in Oct., I met with Dr. Mark Milewicz (as I understand the situation, International Programs still reports to him) to discuss a variety of topics related to IP "Conference Support and International Travel."

My understandings from my conversations with Dr. Milewicz were as follows:
  A. IP is "understaffed" as only 4 of 6 funded positions have been filled. The process for filling the remaining positions was "in process" in Oct.
  B. A new Director was hired in IP in the Spring 2015 semester. Dr. Jessica Hall now fills that position.
  C. Dr. Milewicz suggested that I pursue a conversation with the Director of International Programs.

I spoke with Dr. Hall in early October. My understandings from Dr. Jessica Hall regarding "Conference Support and International Travel" are as follows:

  A. The main focus of IP support for international activities (at this time) appears to be directed towards travel opportunities provided by external organizations such as the "Faculty-Led Study Abroad Program" (which is dependent upon a professional tour companies such as EF Tours), the US State Department "Fulbright Hays Seminars Abroad" program, and the "Rotary International Group Study Exchange Teams" program.
  B. No mention was made of IP funding for faculty international activities outside of those mentioned above.

#4: GRANTS TO SUPPORT FACULTY RESEARCH AND SCHOLARSHIP; Faculty Research Advisory Board Report, February 16, 2016; Richard Vela, given 2/16

FROM OUR MINUTES
The minutes of the May 27, 2015 meeting noted that the Teaching and Learning Center (TLC) offers:
        1. Midcareer Award ($5000)
        2. New Faculty Research Award ($5000)
        3. Reassigned Time (salary for one semester).

WHAT WE HAVE IN PLACE

The Faculty Handbook (online) lists a "Faculty Research Policy" in Section II, Chapter 7, indicating "The institution will provide direct support and assistance through the Office of Sponsored Research and Programs in the preparation of extramural grant proposals, through the Teaching and Learning Center in providing internal grants and reassigned time, and through the academic departments for travel funds and reassigned time" (135).

Hence, the TLC provides <u>internal</u> support through the awards and released time indicated in our minutes, and the Office of Sponsored Research and Programs (OSRP) provides assistance for <u>external</u> funding. Each office has a separate web page. The "Grant Programs at UNCP" page on the OSRP site has been "Coming Soon!" for some months.
http://www.uncp.edu/academics/research/sponsored-research-and-programs-office/grant-programs-uncp
Whether it will clarify the connections between the two offices and options and give researchers a clearer picture of options available to them is unclear.

For example, the current webpage for "Faculty Research and Development Grants Program 2017 Guidelines for the Preparation and Submission of Proposals" refers to the "Faculty Grants Committee" and mentions Dr. Sherry Edwards as Chair of the Committee, TLC.
https://www.uncp.edu/.../**Faculty_Grants**/**Faculty**%20**Research**%20**Grant**%20Application%20Form%202017.... Entering "Faculty Grants" in to the UNCP search engine provides only a link to the Summer Research Fellowships, the Directed Leaves of Absence, the Teaching Enhancement Awards and the Mid-Career Faculty Support Initiative HOPES Program, but these are also all internal programs from the TLC.

The homepage for OSRP, on the other hand, provides a number of useful links, including Funding Research Tools, REACH, NC (research, engagement, and capabilities hub of north Carolina), How to Apply for Grants, Training/Research Resources, Frequently Requested Information, Compliance, Policies, RAMSeS, Grant Programs at UNCP (vacant), and contact information.
http://www.uncp.edu/academics/research/sponsored-research-and-programs-office/about-osrp

Information on "Current Faculty Awards" lists grants from the Chemistry and Physics Department http://www.uncp.edu/academics/colleges-schools-departments/departments/chemistry-and-physics/related-links/current , with links to all of the documents, and, under "Grants and Awards, the School of Education lists several links to current http://www.uncp.edu/academics/colleges-schools-departments/colleges-schools/school-education/faculty-staff/grants-and-awards, with links to some of the documents.

OTHER PLACES

Reviewing FSU, UNCW, ASU, and ECU, it seems that the "Office of Grants and Contracts" at ECU http://www.ecu.edu/grants/ and the ASU "Grants Resources and Service Office" http://orsp.appstate.edu/about/grants-resources-services, provided the most useful model and source for specific information. Both seem particularly good at reporting grant activity and identifying the people involved in developing grants. The implication from the site was that grant activity was an important and respected goal for the faculty at these schools.

INTERVIEW
In a February 15, 2016 meeting with me, our Chancellor, Dr. Robin Cummings, stressed that grants are absolutely vital to the health and progress of this university. Given our location and history, he said, we should be good candidates for external grants to support various programs. Specifically, he mentioned the following areas:

Grants to bring back <u>summer programs</u> to have pre-college students from this area involved

Grants to support <u>service programs</u>, such as those that are part of Dr. Scott Hicks' work

Grants to extend <u>medical research</u>, especially the work that Dr. Ben Bahr has already stablished; the effect is of having created "stars," faculty members who are recognized and can attract money.

TENTATIVE RECOMMEDATIONS
1. Develop a more unified source of information that more clearly distinguishes between internal and external grant opportunities.

2. Promote the grants process through better publicity for grants activity and training workshops.

3. Make the grants office more accessible.

4. Promote the achievements in terms of the work of specific faculty members, specific projects, and specific indication of the money won though grants, indicating the sources of that money. Right now, a couple of departments seem to do that, but there is no clear overall picture, although it has been reported that there are "32 active grants totaling over 8.4 million dollars."

5. Set University goals for grants application that might involve several faculty members, including multidisciplinary approaches, so that there can be a better and more unified effort. We received 1.7 million, for example, some years ago (back in the 1990s) that funded computers for all faculty members on campus. Some of the goals Dr. Cummings mentioned could probably fall under that general category.

#5: Second Conference Support and International Travel Report, given 2/16, John Antoine Labadie

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From: Meredith Storms Tue 9/1/2015 10:15 AM
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"John,
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2. As stated in the guidelines, we have a committee of three faculty members who review the travel requests (domestic and international) and make a recommendation for funding. We do our best to include a faculty member from each area -- math/sciences, arts/humanities, and the social sciences. In the past, requests for international travel required the final approval of the Chancellor. I'm assuming this will continue.

3. We do receive a few requests each year for international travel and for the most part, these have been funded. I'm not sure if a separate committee is necessary based on the number of requests we receive (it is usually only about 5 or so per year, I think).

4. I'm open to suggestions on the role of the Office of International Programs in our procedures. However, as I understand it, they have funds that can be used for travel and on occasion, faculty do receive travel funding from more than one source.

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I hope this helps. Please let me know if you need any further information or if I can assist in any way.

Meredith"

Addendum: To add to this report from a personal perspective, I did apply for, and as granted, funds to travel to Germany this summer to be involved in a "visiting artist" program in Munich, Germany. So, it would appear that "full" professors can indeed be granted support for travel to international locations to pursue professional activities/projects.

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2. In September, and again in October, I met with Dr. Mark Milewicz (as I understand the situation, International Programs still reports to him) to discuss a variety of topics related to IP "Conference Support and International Travel."

My understandings from my conversations with Dr. Milewicz were as follows:
  A. IP is "understaffed" as only 4 of 6 funded positions have been filled. The process for filling the remaining positions was "in process" in October
  B. A new Director was hired in IP in the Spring 2015 semester. Ms. Jessica Hall now fills that position.
  C. Dr. Milewicz suggested that I pursue a conversation with the Director of International Programs.

I spoke with Ms. Jessica Hall in early October. My understandings from Ms. Jessica Hall regarding "Conference Support and International Travel" are as follows. This information was obtained form the IP webpage in October 2015:

  A. IP support for international activities (at this time) appears to be directed towards travel opportunities provided by external organizations such as the "Faculty-Led Study Abroad Program" (which is dependent upon a professional tour companies such as EF Tours), the US State Department "Fulbright Hays Seminars Abroad" program, and the "Rotary International Group Study Exchange Teams" program.
  B. No mention was made of IP funding for faculty international activities outside of those mentioned above.

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3. In early January 2016, I called and emailed Dr. Mark Milewicz (as I still understand the situation, International Programs still reports to him) and Ms. Jessica Hall to pursue more information on topics related to Honors College and International Programs "Conference Support and International Travel."

The email returned from Dr. Milewicz is below:
Mark C. Milewicz
Mon 1/25/2016 9:39 AM

"The travel money the Honors College has provided in the past has traditionally been applied to honors-related conferences, etc. To my knowledge, we have never supported travel overseas.
Mark"

The first email returned from Ms. Hall is below:

Jessica Hall
Thu 1/21/2016 5:53 PM
"Good evening all,
 IP is able to help faculty traveling internationally with purchasing HTH insurance to cover their repatriation and medical evacuation insurance. Scholars provide the needed info. and pay IP and IP is able to work with HTH to obtain the ID card for the faculty member.
 IP can assist with generic information on obtaining a passport, using the Dep. of State guidance. FYI…the post office on campus has the ability to assist with filing for the passport.
 IP can assist with basic questions on the visa process, however, IP is not expert on other countries visa processes, but can offer guidance on how to begin.
 IP would encourage folks to check with the CDC and WHO with regard to required or recommended immunizations needed for a destination.
 Please let me know if this is what you were needing to know.
 Have a great rest of your week.

Jessica"

A second email was also received from Ms. Hall is below:

Mon 1/25/2016 6:06 PM
"To: John Labadie; Mark C. Milewicz;

JAL Question 1. About faculty-student trips in the USA and abroad: What is the nature of the support provided by IP for faculty-student trips?

JH reply 1: We provide the same services as below: Insurance, enrollment in the government program, country details, an orientation, logistical support, etc.

JAL Question 2. More about faculty-student trips in the USA and abroad: What are the options for faculty and what is required by IP & UNCP?

JH reply 2: The faculty can teach in the spring semester and then do the travel component immediately following the spring semester. They can also do a spring break, however, this is harder to plan. They could also do a summer only. Due dated for proposals are June the year before. IP requires an application on file, the course is credit bearing and academic in

nature. 8 students are needed for a program and support from the department and the provost.

JAL Question 3. Could you please provide us your official title with IP and academic information, MA, or PhD?

JH reply 3: I am the Director of International Programs and I have an MA."

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4. Since the Fall 2015 semester the International Programs website has been updated.

As of Feb 15, 2016 the current "Study Abroad and Study Away Options" page has been expanded and updated. A link to that page is below.

http://www.uncp.edu/student-services/international/international-programs/study-abroad/study-abroad-options

However, the "International Students & Scholar" page contains nothing but a title and no links whatsoever. A link to that page is below.

http://www.uncp.edu/student-services/international/international-student-scholar-services

The "Study Abroad" page has also been updated since the beginning of the Fall semester. A link to that page is below.

http://www.uncp.edu/student-services/international/international-programs/study-abroad

The IP "For Faculty" has been updated. The information and opportunities for faculty appear to be virtually identical as those listed on the page in October 2015. A link to that page is below

http://www.uncp.edu/student-services/international/international-programs/faculty

#6 Report on Sponsored Research, Prepared by Dr. Bullard-Dillard, presented by Dr. Rita Hagevik on 2/16

Sponsored Research Administration at UNCP
In its current configuration, the UNCP Office of Sponsored Programs and Research reports to the Dean of the School of Graduate Studies and Research and is staffed by a three person team made up of a Director, a Coordinator of Grants Development and a Research and Training Coordinator. The functions of post-award are carried out by a single grants accountant who reports to the university Controller. Also reporting to the Dean of the

School of Graduate Studies and research are the Institutional Review Board, the Institutional Animal Care and Use Committee, The Pembroke Undergraduate Research and Creativity Center and the Office of Graduate Studies. Matters of compliance including (but not limited to) intellectual property, conflict of interest, technology transfer and US Export Control regulation oversight are also part of the Dean's administrative responsibility.

At present, the OSRP team, collaborating with sponsor funded Principal Investigators (PIs) and/or Project Directors (PDs), manages a grants portfolio for the university that includes 32 active grants totaling over 8.4 million dollars. In addition to the number of awards they currently work to oversee, at any given time the research unit personnel also work with an average of 15-20 projects that are either in planning phase or in preparation for submission. .

Teaching Loads and Research at UNCP

The 3/4 - 3/3 option for teaching load reduction for scholarship is also meant to apply to faculty conducting research or preparing grants since both activities are considered appropriate types of "scholarship"' for university faculty. Information on this policy and its interpretation was shared with the incoming Dean of the School of Graduate Studies and Research by former Provost Ken Kitts. The current leadership team has not taken any steps to revoke this load option for faculty.

With regard to faculty load reduction beyond the 3/4 – 3/3 option, faculty may be granted **additional** course release when such release is funded by a sponsor through grants and/or contracts awarded to the university. When such sponsor funding of course release is awarded via a grant/contract mechanism, the university, in accepting the award, is obligated to honor the terms of the award or return the award money. This is why it is absolutely necessary for department chairs and deans to be in the line of approval for funding applications so that appropriate human resource time allotment can be made to cover the duties from which the faculty member is to be released.

With regard to maximum load reduction, the faculty handbook does allow for teaching load adjustments that does not match the "teaching, 50% - 70%; scholarship, 10% - 40%; and service, 10% - 40%" guidelines of the faculty handbook (refer to pages 77 and 78 of the 2015-16 Faculty Handbook).

Challenges and Opportunities

Staffing levels for the grants administration unit are less than adequate. Additional human resources would improve the number and quality output of winning grant application efforts serving to grow the overall research, innovation and sponsored projects portfolio for UNCP.

In terms of both personnel support and infrastructure for funds management, grants accounting support for UNCP faculty and staff PIs and PDs is also inadequate. A database query tool that would allow PIS/PDs to pull information from Banner would be very useful. Support by department chairs and deans for faculty release for grant writing and proposal preparation is not uniformly encouraging to faculty. This needs to be addressed from the upper administrative level all the way down to promotion and tenure deliberations.

Faculty and staff could be further encouraged to put in the time to prepare grant applications and pursue funded programs and research if the current indirect cost distribution policy were revisited to allow some of the funds to be spend at the discretion of the PI/PD.

#7: **TLC report prepared by Dr. Irina Falls and presented on 11/15**

1. **What the Teaching and Learning Center does:**

- PD for faculty
  - They started monthly "Digital lunch and learn" sessions for faculty
  - TLC organizes New Faculty Orientation and Faculty Development Day
  - They are looking into other workshops for faculty but they have stopped them because of the poor attendance (3-4 people)
- Grant awards
  - NASNTI is administered by TLC and they are reapplying this year which means support for faculty awards and travel (HOPES awards). There is a NANSTI part for students and one for faculty.
  - NASNTI for faculty has focused on faculty research and development of online courses
  - *Timeliness of the announcements:* Although applications for grants and awards are sent by email, those emails are usually very close to the deadline, sometimes a week or two away. Dr. Edwards says that all awards are posted on their website but I think reminder emails will help. She also added that they send emails at least one month in advance but faculty can see the schedule and all requirements on the TLC web page
  - *Budget for grants:* For every UNCP internal grant the TLC requires that applicants create a detailed budget for the total amount of the grant. However, since the grant money is awarded through the paycheck system, there is always taxes taken out so that for example, from a $5000 grant the recipient will receive $3500 when he was asked to create a budget for another amount. Dr. Edwards says that it has always been like this and they have no way of anticipating how much will be taken for taxes and benefits, therefore they ask that you budget for the initial amount.
  - *Digital Signatures* will make it much easier for faculty to have all the signatures on the day grant submissions are due (usually a Friday). Dr. Edwards says she tried that but encountered resistance. Besides, people in HR do not accept digital signatures (I am not sure of the relationship).
  - *Transparency* – The faculty would like to know more about who is in the review committee. There are eight people from various schools and departments – education, business, science, art, etc. The committee members

are replaced after three years, staggered. They review proposals and submit a completed rubric for each but it is too much to ask for verbal feedback since they are voluntary. However, the same committee members are reviewing very different kinds of proposals and therefore it seems that the committee members are not necessarily appointed to review awards in their field of expertise. Moreover, Dr. Edwards said that they review proposals and score them according to a rubric, but that rubric is not made available to applicants unless they know about it and ask for it.

2. **Challenges:**
   o TLC does not have a location; it lives in Dr. Edwards office
   o Only Dr. Sherry Edwards is partly paid, the committee who revises awards is voluntary; there is no administrative personnel paid, Dr. Edwards has a graduate student paid from another grant.
   o Sherry is trying to make the higher administration understand that unless the faculty is happy the students will not be happy.

3. **Suggestions:**
- The TLC needs to play a greater role in the professional development activities for faculty by initiating a variety of PD initiatives, including workshops for faculty and structured sharing sessions among faculty members with similar interests; the shared sessions should be required after receiving awards of funds for conferences. The reasons for having small number of attendees in past workshops should be investigated and remedies proposed.
- The TLC needs an established location with full paid personnel.
- The way the budget is created by grant applicants and the way money is awarded needs to be changed so that there will be no discrepancy;
- The grant review committees need to be chosen according to their expertise in the topic or format of the award. For that purpose, a database of faculty expertise and interests should be created;
- There needs to me more transparency about the way grants are awarded and those who won the awards need to be listed on the TLC site together with their proposal (or abstract of the proposal.)

#8: Report on Technology, prepared by Dr. Bishwa Koirla, presented on 11/15

Technology for Research

With the goal of FRAB to increase faculty research, scholarly, creative activity and entrepreneurship, a technology status analysis for faculties has been conducted. Although

the analyses and recommendations are draft, it reflects a real status of technologies available at the University for Faculty Research.

Discussions with several faculties, who are conducting research in their areas of expertise, revealed that the "Technology" is an important means to conduct a cutting edge research in any field – from social science to natural science. The University of North Carolina (UNC) at Pembroke has made available several types of technology that are essential for academic research for faculties and students. In UNCP the Department of Information and Technology does support for software packages—SAS and SPSS and also ArcGIS through the Geography Department—for research. Similarly, the Department of Biology, Chemestry and Physics provide lab-based technologies in this regard.

Further, informal discussions with Livermore Library personnel found out several research technologies that are available in the computer labs are important part of UNCP's technological resources for research. The library has a virtual computer lab for all faculties, which has computers as well as software. A number of special software like: Camtasia for VDEO recording, ChemDraw, Fathom (used for data analysis and teaching), Mathematica, SimBio Labs, SQL, etc. are available in the UNCP library. But it is barely known to faculties about these software and its applications in research activities.

It is indispensible that each faculty should have enough knowledge and skills on how to operate those sets of software maximally to fulfill their research objectives as well as to motivate for academic research. The following suggestions are thought to be important to be considered

Support faculty to get access to educational technologies and various multimedia

Training on simple tools like SurveyMonkey, Qualtrics, etc., which are pretty good to gather data.

When we are on the campus network (including wired and wireless networks), we will have direct access to the library's web pages. But users outside the campus network will have difficult time to access research resources that the library has. So, technology awareness to access from home or away from the campus is essential.

Training on SAS, SPSS, STATA, GIS, SQL, ChemDraw, Fathom, etc. at least once in a semester aiming for new faculties

Along with the software availability and its recommended trainings, it is ensued important that the research machine—a computer, should be with a moderately updated. Most of the computers in the computer labs, classrooms and faculty computers including laptops are not standard enough to meet the demand of the updated software. An updated computer with certain features in it and software depending on the request of the faculty at least once within 3 years period is recommended.

Actions Suggested after the meeting:
Support faculty to get access to educational technologies and various multimedia.

Training on simple tools like SurveyMonkey, Qualtrics, etc., which are pretty good to gather data.

Users outside the campus network will have difficult time to access research resources that the library has. So, technology availability without limitation to access from home or away from the campus is essential.

Training on SAS, SPSS, STATA, GIS, SQL, ChemDraw, Fathom, etc. at least once in a semester aiming for new faculties.