

University Research Council Meeting Minutes

September 28, 2007

I. Call to order

Dr. Jeff Brown called the meeting to order of the University Research Council at **10:10** on **September 28, 2007** in **KL 330**.

Roll call

Dr. Jeff Brown conducted a roll call. The following persons were present: Ned Kock, Rohitha Goonatilake, Ken Tobin, David Beck, Tom Vaughan, Mohamed Ben-Ruwin, John Maxstadt, Louise Autio, Tagi Sagafi-nejad, Tom Mitchell and Jerry Thompson.

In *absentia* were Ron Anderson and Andres Rivas.

II. Approve Minutes

Dr. Beck made friendly amendment to correct meeting minutes from May 14 with correction's suggested by members.

MOTION: It was moved and seconded to remove the names from the action items of the meeting minutes from May 14 and hereafter. The motion was passed unanimously.

III. Review and Determine Restricted Research

a. Distribute handouts from THECB

IV. Modify Application

- There was a discussion to add a check box to the pre-proposal form.
- There was a discussion on the re-application process so that it must include a status report on current progress.

MOTION: It was moved and seconded to change the date for encumbering or using funds from August 31 to July 1. The motion was passed unanimously.

a. Maximum Amount of Award

- There was a discussion to have only two consecutive internal awards, then sit out a year.

b. Travel

- Maximum amount of travel \$2,000 for conferences or equipment & \$5,000 course releases for a total of 7,000 unless there is

documentation of sufficient Justification for additional travel funds.

- Detail/document how travel is directly related to proposed research
- Document how your college/dept. travel funds will be used first.

c. Page Limitations

- What pages “count”?
- Increase the number of allowable pages?

d. End of Term Report

- Include drafts of paper(s), presentation(s), and grant proposal(s)

e. Maximum number of releases?

V. Course Release and Course Overloads

VI. Grant Proposals submitted before research funding/course releases are awarded

VII. Other Business

MOTION: It was moved and seconded to create a task force to study & set-up a proposal for faculty development leave. Task force will consist of Dr. Tom Mitchell, Dr. Jeffrey Brown, Dr. Jerry Thompson, Dr. Tagi Sagafi-nejad.

Adjournment

Dr. Thompson moved to adjourn the meeting at 12:05.

Minutes submitted by: Dr. Jeff Brown & Suzanne Alford

Minutes are pending approval by University Research Council.