Call to Order

B. Katzenmeyer called the meeting to order at 10:45 a.m. He introduced the new Program Assistant, Rebecca Wilkins, to the Research Committee.

Review of Minutes

The Committee reviewed the minutes from October 4, 2001. A motion to accept the minutes was made and seconded. A vote to accept the minutes was taken and passed unanimously. E. Steiner asked if any of the items on the last minutes were higher priority than others, and if so, they needed to include this in their budget proposals.

Dean’s Report

Ed Steiner, Interim Dean, met with the Provost and President of the University with regard to the revised recruiting plan. It is still unknown how much more the budget would be cut, but faculty is directed to send in a plan that cuts the base budget (by November 9), this year, another 5%. Already this year there has been a 4.1% cut. The total percentage for 2001 is 9.1% or approximately $1.4 million, COE has to find and give up.

The original plan for Research had 18 positions. All of them were continuing, with about half as tenured research faculty who would be doing teaching and research. The revised plan was down to 2 continuing, i.e. Associate, Assistant Professors. The other positions have been changed for the time being to “temporary visiting” because the Department needs these individuals to maintain course offerings. A number of positions are for non-tenured earning faculty, instructors primarily, whose role would be teaching and service. They would be able to provide the instruction that would be needed in various Departments. Most Departments currently have at least one of these types of positions.
It was an effort to meet the needs of the programs and help maintain the research agenda. The priority of the guidelines is to minimize the impact on the Research I agenda.

The amount of money needed to promote the research agenda, particularly with regard to hiring senior faculty, is really contradictory to maintaining enrollment. COEs directive is not letting enrollment drop because if it does, more cuts would be eminent because the State will drop our funding.

If there are efforts that will require some “one time” funds for example, could possibly be able to support sometime next year. Of course, it won’t be to a great extent, there would be funds to do that sometime next year. Not at a continuing commitment, still it could be done and it would depend on what the Research’s priorities (resources) are to keep moving forward in the research area. It was noted (J. Paul) this Committee represents activity that is the highest priority in a Research University and the lowest priority in the current budgeting philosophy.

The use paraprofessionals and other non-traditional persons into teaching careers increasing FTEs. A Student, who holds promise, and has been working on a particular research project, could make things connected. Some projects already do this and it is very helpful. If there were more of these projects that would help maintain those goals.

It was suggested that since there was no one to monitor grants, this Committee should step in and take over this role until the funds are received. In the recruiting plan there is the position of a non-tenured, earning half time, position to deal with compliance issues and could work with faculty and review their budgets before they go to the audits. The recruiting plan has not been finalized. This is one of the first things that must be done to move forward.

Support of a Graduate Student would generate FTEs and would be a better use of resources than that of a secretary ($12,000). It was stated that if the resources were increased to $20,000, the COE would stand a better chance of recruiting someone with research background/experience but have them began in this role.

Rather than pull productive researchers off of their research projects and have them teach courses, increase the number of adjuncts. This would eliminate the need to pull a researcher but enable the College to maintain enrollment.

Some Departments are going with some positions, which are already in the recruiting plan this year. There are several positions which are not tenure earning which are instructor only. These positions could go through the ranks of Assistant Clinical Faculty, like in medicine; there could still be promotions without the research responsibility. This would enable the instructors to move through the ranks just like the research professor without the research time line. This type of assistance could maintain, if not grow, enrollment. This would enable Research to grow at the same time.
It was decided that a Committee would be formed to prepare a general proposal to hire instructors to teach only and presented to the Personnel Policies Committee. B. Katzenmeyer agreed to Chair this Committee and asked for volunteers who could email ideas to be included in a Conceptual Proposal. Those who will serve on the Committee with Bill Katzenmeyer are Neal Berger, Lynn Lavely, Kofi Marfo, Carol Mullen, Joyce Nutta, Jim Paul, and Howard Williams.

**College Research Support Activities**

At the last Research meeting, N. Berger, L. Lavely, and H. Williams volunteered to create a printout to view specific support activities that could be done by a Graduate or Administrative Assistant or by this Committee itself or by an Associate Dean. This document is to help differentiate about the kinds of things to do. A handout was distributed for review. (copy attached)

Due to budgeting and staffing reasons, duties in the handout were assigned to different bodies. Some items could be acted upon immediately rather than waiting for the position to be filled permanently.

M. Stewart stated that on item 4, “Resolves conflicts,” is unrealistic. It is very difficult for a committee to do. The committee could be an advisory but ultimately it is better for one person to resolve the conflict.

Item 6 needs a line after the **bold** title. Then the first appointment under this item would be the Associate Dean, “Relates to the Vice President.” Other issues discussed were cost sharing and making sure TSR is written into grants when they are expected to supply support.

**New Business**

C. Mullen spoke on a mentoring program, which she implemented (3rd year) and is having great success. This is a program of 30-60 scholars and each has 2 students. The program has worked heavily USF, the College of Medicine and College of Arts. Students are matched with those who they do not know.

**Next Meeting**

The next Research Committee meeting is scheduled for Thursday, December 6 at 11:00 a.m.

**Adjournment**

The meeting was adjourned at 12:30 p.m.

**Minutes transcribed by**

Rebecca Wilkins
Program Assistant, College Council