



UNIVERSITY OF CENTRAL FLORIDA

University Travel Awards Committee Meeting Minutes

April 23, 2018

In attendance: Lee Ross, Desiree Diaz, Lorraine Leon, Paul Gregg, Judy Kuhns, Ami Zuclich (Not voting), Justine Tigno-Aranjuez (Chair), Jana Jasinski (Vice Provost, Faculty Excellence), Debra Reinhart (Ex officio)

What occurred and what was discussed:

- Members and visitors were given a spreadsheet with specific data noted for each application submitted for TARFE 18. The rubric used for designation of the applicable award level was also provided.
 - Introductions were made to Dr. Jasinski followed by questions and explanations for passing of this award over to Faculty Excellence.
 - Questions & discussion followed for the 46 applications submitted (included both those which did and did not meet the criteria).
 - Applications which met criteria were initially unanimously approved during the meeting. However, some applications were found to have been missed and an updated award list was provided and voted on (approved) by email.
 - During the meeting, Dr. Jasinski mentioned the increased budget, and made some suggestions on improving the award and application. Discussion and questions followed-how best to transfer the management and processing of future Faculty Travel Awards which will fall to Faculty Excellence's monitoring and managing.
 - During this meeting, the committee voted to:
 - Reduce the levels of award to either (A)\$500 or (B)\$1000 to fund more applicants.
 - The committee voted by email to approve all of the following changes:
 - Changing the dropdown menu on the application to have just 2 choices ((A) poster or oral presentation, and (B) recognition or highly competitive activity). The rubric was changed to follow that terminology.
 - Splitting the travel award money evenly between 2 cycles.
 - Changing the deadlines and award cycles going forward.
 - Informing applicants who meet the criteria that they qualify and will be awarded contingent upon getting the documentation (i.e. early notification and earmarking the money but reimbursing only the amount spent up to the level they qualified for when documentation is received).
 - Faculty Excellence implemented said changes in the application and instructions on their website.
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