

# UNIVERSITY TRAVEL (SUB) COMMITTEE MEETING

## MINUTES

Wednesday, December 8, 2016 – 11:00 am  
Office of Research & Commercialization  
University Towers on Research Parkway - Conference Room 544

**Attendees:** Justine Tigno-Aranjuez, Angela Ritten, Ghada Baz (Designated Sub-committee)  
Ami Zuclich

- Award name discussed-
  - Travel Award for Recognition of Faculty Excellence (TARFE) or
  - Travel Award Recognizing Faculty Excellence
- Numerical Rubric constructed for review and approval at next University Travel Committee meeting
- Award distributions- once a year or multiple?
- Application structure, required information, documents needed to submit for award
- Award prominence in field required from faculty receiving award/submitting application
- Level of prestige/recognition to be written by Department Head.
- Fine-tuning what is meant by National/International award (reach and visibility for UCF)
- Levels of awards and points to designate amount
- E&G funds must be used and are required for departmental reimbursement

All topics discussed to be condensed and sent to all University Travel Award Committee for email review.  
(Email sent 1/17/17)

Meeting adjourned 12:30pm

Ami Zuclich  
University of Central Florida  
ORC Faculty Travel Monitor  
407-823-1163  
ami@ucf.edu  
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