



UNIVERSITY OF CENTRAL FLORIDA

UNIVERSITY TRAVEL COMMITTEE MEETING

MINUTES

Wednesday, March 9, 2017 – 3:10 p.m.
Office of Research & Commercialization
University Towers on Research Parkway - Conference Room **231**

Attendees: Justine Tigno-Aranjuez, Sally Hastings, Angela Ritten, Staci Zavattaro, Shane Roopnarine, Ami Zuchlich

The following was sent out via e-mail for input from the committee. During the meeting, each point was discussed and input was sought.

1- Award Name: (TARFE) A or B

A-Travel Award for Recognition of Faculty Excellence

B-Travel Award Recognizing Faculty Excellence

2- Award distribution dates- September 2017, December 2017, March 2018 and June 2018

3- Application requirements:

A- The level of recognition/prestige of award must be designated by Departmental Chair

Current levels discussed:

PROMINENCE: (in Field)

3- Superior-Top

2- Excellent

1- Merit

B- A detailed description of the recognition to be submitted by the Faculty member

4- National + International recognition only

5-Departmental match required? Yes or No

6- RUBRIC (Potential) Point Scale based on:

RECOGNITION:

2 points - INTERNATIONAL

1 point- NATIONAL

TYPE:

3 points- Research (Scholarship/Creative Activity)

2 points- Teaching

1 point- Service.

AWARD NOTIFICATION

2 points - Invited

1 point – Applied/Competition

Levels of Award

3-4 points: \$500.00

5-6 points: \$1000.00

7+ points: \$2000.00

The meeting resulted in the following action items:

- Shift focus from award to impact on UCF
- Rubrics for assessment on a scale of 1-3, 3 being the highest
 - o Level of recognition – 1) local/state/regional; 2) national; 2) international
 - o Is the travel – 1) state/regional, 2) national, 3) international
 - o Kind of organization granting the recognition – 1) local/state/regional, 2) national, 3) international
 - o Impact on UCF (this is a scale) Low to High
 - o Total points – min 4, mid 8, max 12
 - o We can automatically fund (?) those that get 12
 - o We can also decide if there is a 0 somehow
- Criteria for eligibility
 - o Recognition of meritorious research, teaching, or service in your field
 - o Widely known organization bestowing the award
 - o Demonstrable influence on UCF collective impact
- Candidate must provide: link to award website, acceptance, narrative explaining how the award supports UCF collective impact