

University Travel Awards Committee

Meeting Minutes

November 20, 2018

9:00 a.m. – 11:00 a.m.

Millican Hall Room 395E

In Attendance: Morris Beato, Karl Chai, Desiree Diaz, Paul Gregg, Judith Kuhns, Lorraine Leon, Denisia Popolan-Vaida, Lee Ross, Dipendra Singh, Jana Jasinski (Ex officio), Pauline Heinz-Strauss (Not voting), Frances Ragsdale (Not voting)

What occurred and what was discussed:

- Meeting started at 9:01 a.m. Members and visitors were given a spreadsheet with specific data noted for each application submitted for TARFE November 2018 Cycle. Rubric used for designation of the applicable award level was also provided.
- Dr. Jasinski welcomed committee members and instructed the committee they need to elect a chair and vice chair. Dr. Dipendra Singh was nominated for chair, motion was made to accept and motion 2nd. Voting to elect Dr. Singh as chair was unanimous. Dr. Lee Ross was nominated for vice chair, motion was made to accept and motion 2nd. Dr. Singh asked if any discussion, there was no discussion. Voting to elect Dr. Ross as vice chair was unanimous.
- Dr. Jasinski discussed the background of the faculty travel awards, and that the prior committee determined the rubric, application, and what was at the website. Applications were made available for review to the committee on SharePoint. Spreadsheet with applications have had preliminary screening and pre-assigned rubric which then the committee reviews. Reimbursement is to the department for faculty travel using E&G money.
- Motion was made to accept meeting minutes of April 23, 2018, and motion 2nd. Dr. Singh called for vote. Minutes were approved with one abstention.
- Dr. Jasinski reviewed the Faculty Senate Committee voting and proxy rules. Discussion followed. Motion was made not to accept proxy votes, motion 2nd, committee members voted all in favor of no proxy.

- Questions and discussion followed for the 36 applications submitted, this included both those which did and did not meet the criteria. Motion was made to accept all qualified applications, motion 2nd. All qualified applications were approved unanimously.
- New Business – Discussion of revisiting the rubric in the spring meeting.
- Application documentation at website was discussed and website will be updated to clarify required documentation to include both travel reimbursement voucher and DataMart snapshot.
- Next meeting will be scheduled late April or early May.
- Meeting adjourned at 9:50 a.m.