

Humanities and Natural Sciences Council of Chairs Meeting
Dean's Conference Room, Bobet 202J
March 4, 2013

MINUTES

I. Call to Order

Interim Dean Maria Calzada called the meeting to order at 3:30 p.m.

Attended: Mary Brazier, Maria Calzada, Chris Chambers, William Farge, Mark Gossiaux, Frank Jordan, Michael Kelly, Kenneth Keulman, Martin McHugh, David Moore, Thom Spence

Also Attended: Marc Manganaro, Vice President & Provost and Dr. Lisa Watson, Social Sciences Development Officer

II. Approval of Minutes

Minutes of February 4, 2013 were accepted as written and unanimously approved.

III. Guest Speaker - Lisa Watson

Dr. Watson spoke about opportunities for regional grant writing workshops from the Louisiana Board of Regents Office of Sponsored Programs. Louisiana EPSCoR supports regional seminars and workshops that feature nationally recognized experts who provide guidelines to faculty on the "how to" of creating successful proposals and interacting with funding agencies. The workshop must be regional in extent, i.e., must include faculty participants from at least one other institution in the region. Awards will be provided for up to \$5,000.

Dean Calzada said that the chairs would discuss the opportunity and get back to Dr. Watson. Attached is the handout from the Louisiana Board of Regents. (See attachment #1)

IV. Reports from Interim Dean Calzada

1. Concerns Document Update – It was sent over to the Provost and Fr. Wildes. Fr. Wildes sent back a memo stating that he delegates such matters to the Provost.

2. College Handbook Revisions – Attached are the proposed revisions, which will be discussed at the next COC meeting. (See attachment #2)

3. Travel Funds – There have been discussions with CPT and there may be severe cuts that could affect the travel funds. Hopefully we will be able to preserve the \$75,000 budget, but the funds must be better structured. Junior faculty will get two trips. There will be an early date where everyone gets to apply for a first conference. Then junior faculty can apply for a second conference. Faculty must present a paper at their conference, and there will be no travel for extraordinary faculty. These were suggestions by the CPT, which will be brought back to the COC when ready.

V. Visit from Provost Marc Manganaro

Provost Manganaro reported on various Academic Affairs topics.

Budget – The budget gap has been closed for AY 2012-2013, with no further reductions in this year's budget. The University Budget Committee anticipates constraints on operating budgets for AY 2013-2014. Operating and personnel budgets will be looked at very closely, along with instructional effectiveness, course releases, first year seminars, financial aid,

scholarships and law school issues. Our 4.9% increase in tuition is in line with other institutions. We need to bring down the discount rates and increase net tuition revenue.

Student Success Summit – We have created workgroups, which are meeting regularly. Soon we will hold a town hall meeting with the entire campus community where these workgroups will report their recommendations.

VI. Move to Adjourn

The Meeting was adjourned at 5:00 p.m.

ATTACHMENTS:

Attachment #1 – Louisiana Board of Regents

Regional Grantwriting Workshops » Louisiana Board of Regents

Page 1 of 2



Louisiana Board of Regents

Office of Sponsored Programs

Regional Grantwriting Workshops

Louisiana EPSCoR supports regional seminars and workshops that feature nationally recognized experts who provide guidance to faculty on the "how to" of creating successful proposals and interacting with funding agencies.

The workshop must be regional in extent, i.e., must include faculty participants from at least one other institution in the region. Awards will be provided for up to \$5,000.

Individuals representing the Sponsored Programs Office of any Louisiana public institution of higher education, or any private institution that is a member of the Louisiana Association of Independent Colleges and Universities, are eligible to apply.

Submission deadline: **TBA**

Applicants must submit proposals through **LOGAN** to the Board of Regents at least 45 days prior to the anticipated workshop date.

Go to RFP

REGIONAL GRANTWRITING WORKSHOPS

Request for Proposals

DEADLINE DATES:

Proposals Due: Open Deadline until June 30, 2010



LA EPSCoR

LOUISIANA EXPERIMENTAL PROGRAM TO STIMULATE COMPETITIVE RESEARCH (EPSCoR)

Sponsored By:

**The National Science Foundation and the
Louisiana Board of Regents**

1201 North Third Street, Suite 6-200
Baton Rouge, Louisiana 70802
(225) 342-4253
www.laregents.org

Issuance Date: October 1, 2007

Previous Revision: none

Notice – As this Request for Applications may undergo revisions during the three-year grant period, please check our web site at www.laregents.org to verify that this version is the most up-to-date.

I. PROGRAM DESCRIPTION

I.A. OVERVIEW

The Board of Regents (BoR) solicits proposals from universities interested in sponsoring grant writing workshops in an effort to help their faculty develop and improve their grantwriting skills. Funding for this program is provided under Louisiana's National Science Foundation (NSF) Experimental Program to Stimulate Competitive Research (EPSCoR) award. The program will be administered through the BoR's Office of Sponsored Programs and will operate under the guidance of the State's EPSCoR Committee.

I.B. OBJECTIVES

The purpose of the Grant Writing Workshops program is to sponsor activities that afford faculty an opportunity to enhance their grantwriting skills, thereby increasing their competitiveness for securing federal research funding. It is expected that such workshops will feature instructors/presenters with a proven track record of effective grantwriting instruction. The workshop must be regional in extent, i.e., must include faculty participants from **at least one other institution** within the region.

I.C. ELIGIBILITY

Individuals representing the sponsored programs office of any Louisiana public institution of higher education, or in any Louisiana higher education institution that is a member of the Louisiana Association of Independent Colleges and Universities, are eligible to apply.

I.D. FINANCIAL CONSIDERATIONS

Louisiana EPSCoR will provide up to \$5,000 to host grantwriting workshops. Funds may be used for the support (including travel) of the workshop presenter(s), and materials associated with the workshop, but **not** for administrative services or staff, facilities, or indirect costs. Workshop presenters may receive payment for their services, provided that they are not employed by Louisiana institutions of higher education. Travel expenses must adhere to the current state general travel regulations (Policy and Procedures Memorandum #49). Institutional resources should be used to augment EPSCoR funds as necessary to ensure the success of the workshop.

I.E. DEADLINE FOR SUBMISSION OF PROPOSALS

This program has an open deadline from October 1, 2007 until June 30, 2010, contingent upon availability of funds. Proposals must be uploaded onto LOGAN **at least forty-five (45) days before the anticipated workshop date** to allow for processing the application, issuance of a subcontract, and on-campus preparation. Proposals must be submitted electronically in pdf format by an authorized individual of the institution's Office of Sponsored Programs (OSP); the BoR will not accept hard copy submissions. Proposals will be evaluated by the Louisiana NSF EPSCoR Project Director.

I.F. QUESTIONS ABOUT THIS RFP

Questions about this RFP should be directed to Mr. Jim Gershey, Executive Director of Special Programs, at 225-342-4253 or jim.gershey@la.gov.

I.G. REPORTING AND ACKNOWLEDGEMENT

A final report will be due at the end of the contract period, and must include a description of the workshop, a list of workshop attendees, and copies of the promotional and classroom materials associated with the workshop. NSF has requested that the gender and ethnic/racial status of all workshop participants be recorded as part of NSF's commitment to identify and address any inequities in its programs based on gender, race, or ethnicity. A form will be provided to record this information. Failure of an awardee to comply with these requirements will result in declination of future LA EPSCoR awards to that individual until such time the delinquent report is received.

Workshop promotional and instructional materials must acknowledge the support of the Board of Regents and the National Science Foundation EPSCoR program.

II. PROPOSAL SUBMISSION AND FORMAT REQUIREMENTS

II.A. REGIONAL PARTICIPATION

Proposals must demonstrate regional participation in the workshop by the inclusion of letters of support from each participating institution.

II.B. ELECTRONIC SUBMISSION

Please note that we are no longer accepting applications sent to the osp@laregents.org address. All online submissions must be uploaded as a single PDF document through the LOGAN system.

Instructions for PIs:

1. Go to URL: <https://laregents.org/cgi-bin/logan/home>.
2. Login using your LOGAN credentials.
 - a. If you are new user and do not have a LOGAN login, please click on "New user registration" to register.
 - b. If you have logged into LOGAN before and have forgotten your credentials please send an email to karthik@la.gov.
3. After logging in, click on "Grantwriting Proposals" and use the provided online form to select and upload the PDF document.
4. If upload is successful, send the proposal to your sponsored programs office by clicking the "Send Proposal to OSP/OSR". A proposal number will be assigned after the proposal is successfully sent to the PI's Office of Sponsored Programs/Research.
5. An email confirmation will be sent to the PI with the proposal number.
6. The OSP/OSR will review the proposal, and, if approved, send the proposal to the Board of Regents.

Instructions for the OSP/OSR:

1. Go to URL: <https://laregents.org/cgi-bin/logan/home>.
2. Login using your Institutional credentials.
3. Select "Grantwriting Proposals".
4. Follow simple onscreen instructions to submit the proposal to the Board of Regents, EPSCoR office.

5. An email will be sent to both the PI and OSP/OSR to confirm successful submission of the proposal.

To create PDF documents:

Complete instructions for creating PDF documents will be available at <http://laregents.org/pdf>.

If both the PI and the OSP/OSR do not receive confirmation emails within 12 hours, the proposal was not received. Please contact Karthik Poobalasubramanian by phone at (225) 342-4253 or by email at karthik@la.gov.

II.C. APPLICATION GUIDELINES

The proposal must address the following items:

1. **Date, Time, and Location of Workshop**
2. **Format/Content of Workshop:** Provide a brief summary of the proposed audience and workshop activities, including goals and objectives of the workshop.
3. **Workshop Presenter(s):** Fully describe the presenter's credentials. Instructors/presenters should have a proven track record of effective grantwriting instruction. Provide a copy of the presenter's curriculum vita, along with other supporting documents, such as materials from previous workshops, references, or testimonials.
4. **Participant Selection Process:** Describe the process by which workshop attendees from the participating institutions will be selected/apportioned. The selection process must be fair and equitable.
5. **Sponsoring/Lead Institution:** Provide the name and address of the sponsoring/lead institution.
6. **Institutional Contact(s):** List the name, title, address, phone, fax number, and email address of the submitting individual.
7. **Itemized Budget and Justification:** The budget must include the institution's contribution supporting the workshop as well as funds requested from EPSCoR. Workshop presenters may receive payment for their services provided they are not employed by Louisiana institutions of higher education. Payment for off-site preparation by the presenter(s) is allowed. Indirect costs are not allowed.
8. **Institutional Endorsements:** Include letters of support for the workshop from each participating institution.

Attachment #2: Revisions to the Faculty Handbook

SUGGESTED REVISIONS TO THE FACULTY HANDBOOK OF THE COLLEGE OF HUMANITIES AND NATURAL SCIENCES

Structure of the College

A. Dean

Periodic Evaluation of the Dean

The Dean is reviewed by the Provost and Vice President for Academic Affairs at the end of the first year of service and every three years after that, with input by a survey of the full-time faculty.

B. Assistant/Associate Dean

Periodic Evaluation of the Assistant/Associate Dean

The Assistant/Associate Dean is reviewed annually by the Dean and every three years by the dean with input by a survey of the full-time ordinary faculty.

Faculty Evaluations

Ordinary Faculty Evaluations

Merit Evaluations Para 1: All ordinary faculty members must be evaluated and ranked because of the Board of Trustees stipulation that salaries be based on merit.

Para 2: The departmental protocol, the protocol of SORC, and the University Faculty Handbook are the only documents on which annual review of ordinary faculty should be based.

The dean through the chairperson should request from all faculty members in the department an annual vita update covering the areas of teaching, professional activities and service. The chairperson should review this information, evaluate it according to the department protocol, and make recommendations to the dean, who makes decisions in consultation with SORC, for merit raises. See Procedures for Ordinary Faculty Salary Determination and SORC Guidelines on the College intranet.

Retention, Promotion and Tenure Evaluations

Decisions on retention, promotion and tenure are based, in part, on the departmental protocol. Therefore, clear statements of departmental expectations in general, but also by rank (assistant, associate, full professor) should be stipulated. A separate annual review must be done prior to the

Joanncz 6/24/12 10:07 AM

Formatted: Indent: Left: 0.5"

calzada 10/9/12 2:35 PM

Deleted: five

calzada 3/5/13 8:23 AM

Formatted: List Paragraph

calzada 3/5/13 8:19 AM

Deleted: years by the full faculty.

calzada 9/17/12 8:03 PM

Deleted: -

calzada 9/17/12 8:03 PM

Deleted: -

Joanncz 6/24/12 9:26 AM

Moved down [1]: Decisions on retention, promotion and tenure are based on this protocol. Therefore, clear statements of departmental expectations in general, but also by rank (assistant, associate professor) should be stipulated. The annual review must be done prior to the Dean's recommendation on contract renewal for non-tenured faculty. However the department decides to do its review (by chairperson, committee, etc.), that review should be signed by that person. The faculty member may file an exception at that time, noting points of disagreement, etc. These documents are then forwarded to the Dean who reviews them, interviews the faculty member, adds elements of his/her own knowledge, experience etc., writes his/her own evaluation, present him/her with the valuation and has that individual sign it. An exception may be filed at this time also. The total package then goes to the Provost/Vice President for Academic Affairs who makes the final decision.

calzada 9/20/12 2:51 PM

Deleted: The departmental protocol along with the protocol of SORC is are the only legitimate documents, in accordance with the University Faculty Handbook, on which annual review of non-tenure ordinary faculty should be conducted.

calzada 3/4/13 4:02 PM

Deleted: a list of their activities during the past twelve months in

Joanncz 6/24/12 9:26 AM

Moved (insertion) [1]

Joanncz 6/24/12 9:28 AM

Deleted: is

Joanncz 6/24/12 9:30 AM

Deleted: The

Dean's recommendation on contract renewal for ordinary faculty on probationary appointments.
However the department decides to do its review (by chairperson, committee, etc.), that review should be signed by the chair and the faculty member. The faculty member may file an exception at that time, noting points of disagreement, etc. These documents are then forwarded to the Dean who reviews them, interview the faculty member, adds elements of his/her own knowledge, experience etc., writes his/her own evaluation, and copies that evaluation to the departmental chair and the faculty member. An exception may be filed at this time also. The total package then goes to the Provost/Vice President for Academic Affairs who will follow the procedures in the University Faculty Handbook. Additional details on the evaluation of ordinary faculty for retention, promotion and tenure can be found on the College intranet. See Guides, Protocols and Materials Needed for Retention, Promotion and Tenure.

Full-Time Extraordinary Faculty Evaluations

Guidelines for the review of extraordinary, non-tenure track faculty can be found on the College intranet.

- calzada 9/17/12 8:25 PM
Deleted: tenure-tracknon
- Joanncz 6/24/12 9:30 AM
Deleted: -tenured
- calzada 10/9/12 2:42 PM
Deleted: faculty
- calzada 9/17/12 8:26 PM
Deleted: at person
- calzada 9/17/12 8:30 PM
Deleted: may choose to
- Joanncz 6/24/12 9:31 AM
Deleted: s
- Joanncz 6/24/12 9:32 AM
Deleted: presents him/her with the evaluation and has that individual sign it.
- calzada 9/17/12 8:27 PM
Deleted:
- calzada 9/17/12 8:27 PM
Deleted: makes the final decision

Submitted by Diane Riehlmann