

**RESEARCH AND CREATIVE ACTIVITY AWARDS SUBCOMMITTEE
MINUTES OF THE MEETING OF OCTOBER 11, 2017**

Approved: November 8, 2017

CALL TO ORDER:

The Chair called the meeting to order at 11:04 a.m.

ROLL CALL:

Roll was taken.

Voting Members: James Fox, Katherine McReynolds, Joyce Mikal-Flynn, Patricia Morris, Carlos Nevarez, Nancy Sweet, Mahyar Zarghami

Non-Voting/Ex-Officio Members: David Earwicker (absent), Julian Heather (absent)

GUESTS: Julie McGinty, Office of Research Affairs, Shannon Rexin, Office of Research Affairs

OPEN FORUM & ANNOUNCEMENTS:

- Question about unused funds for previous RCA awards. Office of Research Affairs will reconcile all unused funds with each college.

APPROVAL OF THE AGENDA: Approved

APPROVAL OF THE MINUTES OF OCTOBER 4, 2017: Approved

DISCUSS POSSIBLE REVISIONS TO RCA COMMITTEE CALENDAR (POST-GRANT REVIEWS & UNIV. AWARDS)

Committee agreed to move deadline of University Awards into February or March, deliberation of recipients into the spring, with the award lecture to be held in the fall. Subcommittee Chair will discuss with Senate Chair to ensure policy allows for change.

UPDATE ON RCA POST-GRANT REVIEW ASSIGNMENTS

Did not discuss.

REVIEW THE CALL FOR PROPOSALS AND APPLICATION INSTRUCTIONS FOR THE 2018 UNIV AWARDS

Discussed draft of call and made minor revisions to cover letter questions and letters of reference questions. Committee will vote on finalized version via email.

DETERMINE IF MEETING IS NEEDED OCTOBER 18 TO FINALIZE CALL FOR PROPOSALS FOR THE 2018 UNIV. AWARDS

Committee will attempt to finalize call via email, unless challenges arise, then Chair will call a meeting for Oct. 11.

NEXT MEETING: October 25, 2017

ADJOURNMENT: The meeting was adjourned at: 11:50 a.m.