

**COLLEGE AND GRADUATE SCHOOL OF EDUCATION, HEALTH, AND HUMAN SERVICES**

Office of the Associate Dean for Administrative Affairs and Graduate Education

**RESEARCH COUNCIL**

**August 29, 2011**

MEMBERS ATTENDING: Aryn Karpinski, FLA; Pam Mitchell, HS; Frank Sansosti, LDES; Christopher Was, LDES; Nancy Barbour, Admin; Michelle Hoversten, Grants; Luci Wymer, recorder

MEMBERS ABSENT: Jason Schenker, FLA; Hayley Arnold, HS; Jim Henderson, TLC; Mike Mikusa, TLC

GUESTS: None

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION TAKEN** |
| SEED Grants for AY 2011-2012 | The submission process for the internal SEED Grants was reviewed for everyone. M. Hoversten explained the website page and changes that have been made. There was discussion regarding whether applicants should upload their vitae or if reviewers would use the one on the portal. There was discussion of the applicants uploading one document with all materials contained within that document. Everyone was in agreement that this would be a better method. The vita would be limited to 2 pages and be included in the document. Michelle will rework the portion of the RFP outlining the page limits for the submission. It was agreed it will be one single document including the vita. Committee would like to include a statement: “If the proposal does not adhere to the posted guidelines, it will not be reviewed” in bold letters. The bio-sketch will continue to be required. Submissions are due Oct. 1st. | Michelle will rework the appropriate pages in RFP to include changes in requirements.  The revised RFP will be posted by Thursday, Sept. 1, 2011. |
| Doc Forum | Nancy recapped for everyone recent discussions regarding research stimulation. She shared that Rachel Foot with the Doc Forum is working on this project. Nancy discussed how to make the brown bags series work better and attract more attendance. It was suggested that these could possibly be tied to upcoming conferences with students presenting in preparation for the conference. It was also suggested that perhaps combining with other areas and groups to offer one large presentation. There was discussion on having a cross program presentation to provide information on how to begin cross collaboration between programs. Nancy outlined Rachel Foot’s availability for the group.  Award for graduate student research. This will be discussed and planned at the next meeting. It would take the place of a dissertation award. |  |

The meeting was adjourned at 10:03 am

Next meeting: Sept. 26, 2011 @ 9:30 am, Rm 507M

Respectfully submitted

Luci Wymer, Recorder