MEETING OF THE DEAN'S ADVISORY CABINET
Tuesday, November 3rd, 2009
Mother Rosalie Hill Hall, Room 203
10:30am-12:30pm

MINUTES


Absent: P. Krist, P. Morrice

Guest: Traci Merrill, Office of Sponsored Programs

Facilitator: S. Gelb
Notetaker: K. Sheridan

The Meeting was called to order at 10:31am.

1. **Minutes:** The Minutes from the October 6th meeting were reviewed and approved with a date correction to the heading: The date read Tuesday September 8th and will be corrected to read Tuesday, October 6th.

2. **Eduventures Grant Acquisition Debriefing:** Traci Merrill from the Office of Sponsored Programs joined the group to discuss the Eduventures Grant Acquisition Webinar that took place on October 28th. The group engaged in a discussion around the webinar and how best to address and support grant writing efforts in SOLES.

Some of the issues that the group discussed around grants included:

- **Capacity:** Often the number of grant opportunities is overwhelming—how do you decide what to present to the faculty as viable opportunities? How can decision-making around grant writing be made more strategic?
  - The group discussed the possibility of forming a committee to help with strategic thinking around grant activity and opportunities

- **Faculty Compensation:** A common disincentive for faculty grant writing is the amount of compensation they receive, which is often seen as disproportionate to the amount of work involved. For non-tenured faculty, one incentive for grant-writing is the ARRT review process, an incentive that does not exist for tenured faculty. What is the real payoff for grant writing?
  - Currently granting agencies are expected to pay 1/6th of a faculty member’s salary to compensate for release time and teaching, and grants are sometimes limited because of this high cost of replacing teachers. This amount is higher than other institutions and some other areas on campus, and the faculty status committee is currently working on a proposal to change this percentage.
    - The group agreed that a fair rate would be 10%. **Action Item:** Steve will propose this to the faculty status committee to discuss and bring to a future faculty meeting.
    - The group discussed the possibility of offering a stipend for grant work. This is an item for future discussion, but the group feels that it would be good to be able to provide monetary incentive for grant writing. Traci mentioned that another unit on campus offers 1 unit of release time for every $100,000 of grant money for work on grant proposals. Another unit has a similar protocol and the monetary equivalent of one unit is paid out as a stipend.
  - The salary cap of 125% is also an issue for some faculty. This is a federal stipulation but there is some confusion as to whether this relates to all grants or just federal grants. Steve has asked Scott Himelstein to write up a question regarding whether or not there is a way around this 125% cap if a grant is not federal.
  - Overall the group felt that there needs to be some assurance given to the faculty that there is a payoff for grant writing. One idea was to hear from faculty members who have had positive experiences in their grant writing endeavors.
  - Steve briefly discussed whether or not a percentage of merit money should be reserved for faculty grant activity.
“Round hole/Square peg” issue. With so many foundations and the different types of grants available it is often difficult to target those that will have a significant payoff. It is important for faculty to seek out grants that have potential national impact but are also important to SOLES and the university’s mission.

- Traci mentioned that USD is very competitive in grant acquisition. She also reminded the group that it is important that being designated as PI or co-PI is important on collaborative grants.

**Action Item:** Steve will speak with each chair/director to identify people in their areas who might have an interest in grant writing and will try to nurture this interest through support from the dean’s office. The group also discussed having a similar conversation with smaller faculty groups and to also discuss the culture of research in SOLES in general. There was mention of the importance of Exploration grants as scholarly work yet there is not a lot of conversation around this in SOLES.

**Action Item:** Steve and Traci will collaborate on setting up a workshop for SOLES faculty regarding grant writing. Traci will also pull together a list of the past 5 years’ of SOLES grant activity for review.

3. **Assistant Dean’s Office Updates:** Linda discussed the latest admissions report and noted that the numbers on the report match what the programs have listed in the Banner system. The number of applications submitted was up 20% this year. Initially there was a 4% increase in degree enrollees but this number has decreased since the summer and is roughly the same as it was this time last year. The Curriculum and Teaching program is seeing lower numbers this year which may be due in part to the traditional structure of the program as well as market trends.

Linda announced that the SGSA Holiday Party will be held on Saturday, December 5th and will be a Harbor Cruise party again this year. Information on tickets will be available soon.

4. **Budget and Operations Updates**

Rondi announced that a call for budget requests has been put out and that only those items that are absolutely essential should be requested. She recommended that SOLES departments and programs not submit requests.

Global Point Travel is the new preferred travel vendor for the university and Universal Travel will no longer be accepting POETS code for travel booked by USD employees. Employees can still book travel using personal credit cards but Global Point Travel will also accept POETS codes with Rondi’s approval. A university-wide email will be going out soon with more information about Global Point Travel, including contact information and how to use their services.

In addition to monitoring student absences, the university will also be monitoring staff and administrator absences that are due to flu-like symptoms as part of the H1N1 response plan. Rondi will inform the group if faculty absences need to be monitored as well.

Rondi reminded the group that space requests need to be submitted when planning meetings. It should not be assumed that rooms are available unless a space request has been confirmed.

**Guest Lecturers:** The group discussed the protocol for faculty members who invited guest lecturers to their classes. There were some concerns raised about faculty members who do not show up to class on evenings when guest lecturers will be present and sometimes this creates issues with regard to AV needs among other things. The group agreed that faculty members should be present even when guest lecturers will be presenting in their classes. If faculty members will be out of town for these class meetings they should notify their program assistant and advanced arrangements should be made.

5. **Development and Alumni Relations Updates**

Gary reminded the group that Remarkable Leaders in Education will take place on Saturday, November 8th. Currently there are 86 RSVP’s with a target of 120. A final announcement about the event will be sent out today. Gary and Steve will share “MC” duties.
Fall alumni appeals will be sent out on November 9th in the form of a personalized letter to each alum. The electronic version of *Horizons* is now live and postcards are being sent to alums and friends of SOLES who do not have email addresses on record. The postcard will list the URL for accessing the newsletter.

6. **Dean's Office Updates**
   Steve mentioned that a group of business students proposed a business plan at the last Graduate Assembly meeting. They would like to offer valet parking to students and employees with a valet stand outside of SOLES. There was unanimity at the meeting that this proposal would not move forward.

   *Financial Aid:* The Financial Aid office has been made aware of some of the issues facing graduate students at USD and is reevaluating their processes in an effort to correct some of these problems. Specific issues with Financial Aid should be communicated to Tom Herrinton by each department or program area so that they can be addressed.

7. **Other Business:** Captain Woolley thanked Linda for attending the recent Naval Ball and for representing SOLES at a Naval Conference in South Carolina.

The meeting was adjourned at 12:03pm.