

## Eastern Florida State College

### OUR Funding Review Board Fall 2021 Meeting Minutes

The virtual board meeting convened September 14, 2021 at 4 p.m. via Microsoft Teams.

Attendees: Dr. Susan Styron, David Shedrow, Dr. Kim Scalise, Mary Garrett, Dr. Ashley Spring, Dr. Wayne Stein, Michelle Rezeau, Beverly Payne

#### I. Call to order

Ms. Garrett called the meeting to order at 4 p.m. and welcomed new board member, Michelle Rezeau. All meeting attendees will join the meeting via Microsoft Teams.

#### II. Approval of minutes of previous meeting and today's meeting agenda

- A. Meeting minutes from Spring 2021 meeting and today's agenda were sent via email to board members. Upon review, no comments or changes were offered.
- B. Motion for the approval of Spring 2021 meeting minutes by Dr. Styron and Dr. Scalise seconded the motion. Motion carries with all approving.

#### III. Old business – Canvas shell

- A. Ms. Garrett noted use of a Canvas shell for board communication was Rhonda Rye's idea. Ms. Rye contacted Dr. Handfield to inform her of usage plan and to seek approval to request a course shell. However, prior to her request, Dr. Ashley Spring contacted IT and received a shell. The shell has not been activated for board use.
- B. Dr. Spring commented the original idea was to use the shell for disseminating information to faculty mentors, students, and board members. Ms. Garrett asked if the shell was set up as a course or an organization. Dr. Spring responded the course shell is formatted as a faculty sandbox course. Ms. Garrett commented the shell is for communication purposes and not faculty training. Since the OUR is a student services office, we cannot initiate or use the shell for any sort of faculty training. The shell should function as an organization, in a similar manner as a student club.
- C. Dr. Spring suggested that we (Ms. Rye, Ms. Garrett and Dr. Spring) discuss how to design and populate shell. Dr. Stein indicated he would work with his administrative assistant to schedule a meeting for everyone involved in the project to discuss and strategize a plan for the course shell.

#### IV. Old business – Bylaws update

- A. Updates to the bylaws included removing student funding request deadlines per semester and replacing with verbiage to support rolling deadlines.
- B. The updated version of the bylaws is available on the EFSC website.

#### V. Reports and discussion

- A. Student research funding requests - Zero student research funding requests received in spring and summer 2021.
- B. OUR budget updates - In Spring 2021, OUR funded six persons (two faculty and four students) to attend Virtual 2021 Florida Undergraduate Research Conference (\$90). In July 2021, the administrative leadership of the OUR changed from Dr. Handfield to Dr. Stein. Dr. Stein stated Dr. Fletcher wants to review and approve all funding requests. Therefore, his office, Academic

Excellence and Support, will oversee all student research funding requests and travel requests and work directly with Dr. Fletcher for funding approvals.

#### VI. Announcements

- A. 2021 Florida Statewide Symposium Best Practices in Undergraduate Research October 22-23 at the University of Florida.
- B. Fall 2021 Virtual Undergraduate Research Exhibition opens December 1, where the EFSC community and the general public can browse submissions at the EFSC website.
- C. 2022 Florida Undergraduate Research Conference February 25-26 at the University of Central Florida.
- D. Board members continue to request a board meeting date later in the term as their schedules change each semester. The OUR coordinator will continue to send a Doodle Poll to board members to determine a feasible date and time for board meetings.

Motion to end the board meeting by Dr. Spring and seconded by Dr. Styron. The motion carries with all approving. The meeting adjourned at 4:25 p.m.