

*Dr. Priscilla Kilcrease*  
Director

*Carla Howell*  
Associate Director

*Jan Sims*  
Grants Manager



*NSU Research Council*

*Human Subjects*  
*Institutional Review Board*

**NORTHWESTERN STATE UNIVERSITY**  
**RESEARCH COUNCIL MEETING**  
***MINUTES***

Natchitoches Room, Russell Hall  
Monday, February 26, 2007  
2:30 PM through 4:00 P.M.

The Northwestern State University Research Council (NRC) met Thursday, February 26, 2007, from 2:30 P.M. - 4:00 P.M. in the Natchitoches Room of Russell Hall on the Natchitoches campus of Northwestern State University.

**Council Members Present:**

Ms. Diane Webb  
Dr. Sanghoon Park  
Dr. Lisa Abney  
Dr. Andy Ludu  
Mr. Steven Gruesbeck  
Dr. Jean D'Amato  
Ms. Corinne Pearce  
Mr. Dion Boyett  
Ms. Darlene Williams  
Mr. Jason Church  
Dr. Tom Burns  
Ms. Jennifer Long Martin  
Mr. Drake Owens

**Council Members Absent:**

Dr. Steve Horton, Chair  
Dr. Tom Hanson  
Dr. Pam Miller  
Ms. Shantel Wempren  
Ms. Patti Trudell  
Ms. Cathy Trichel

**Guests Present:**

Mr. Mike Matthews

**Staff Present:**

Dr. Priscilla Kilcrease  
Ms. Carla Howell  
Ms. Jan Sims  
Ms. Alysia Jones

**Representing:**

College of Nursing  
College of Education  
College of Liberal Arts  
College of Science & Technology  
University College  
Scholars' College  
NSU Library  
Small Business Development Center  
Continuing Ed & E-Learning  
NCPTT  
Emeritus Faculty  
Student Technology  
Institutional Advancement

Graduate Studies & Research  
Provost & VP of Academic Affairs  
College of Business  
Student Government Association  
CERT  
Business Affairs

Watson Library/PHILIA

Research & Sponsored Programs  
Research & Sponsored Programs  
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Research & Sponsored Programs

## CALL TO ORDER AND WELCOME

Dr. Priscilla Kilcrease called the meeting to order on behalf of Chairperson, Dr. Steve Horton. All those present were asked to introduce themselves and to include their affiliations with NSU. Dr. Kilcrease sadly announced the loss of Research Council member, Dr. Pam Miller, representative of the College of Business. A suggestion to honor her in this year's Research Day program booklet was presented to the Council and unanimously accepted.

## REVIEW OF EVALUATIONS AND FUNDING RECOMMENDATIONS FOR PROPOSALS SUBMITTED UNDER ALL PROGRAMS: PD, PS, AND USR

### PROPOSAL STIMULUS

A complete packet of reports and summaries were distributed to NRC members. Three Proposal Stimulus applications were submitted for review for this funding cycle. The external evaluators' recommendations for the Samuel Marshall proposal (NEF PS 06-07 002), all indicated that the funds requested were lower than what was needed to complete the project. Therefore, it was proposed that the request be increased by \$1,700 to reflect the \$5,000 maximum amount of funds available. On the motion of Councilperson Tom Burns, seconded by Councilperson Corinne Pearce, the recommendation to accept all three Proposal Stimulus proposals contingent upon meeting stipulations was unanimously accepted as follows:

**NRC approves the motion to accept these proposals in the total amount of \$14,960. Dr. Samuel Marshall's proposal is contingent upon a resubmitted application with a revised budget justification indicative of the origin of the additional monies.**

## PROFESSIONAL DEVELOPMENT PROGRAM

Of the eighteen proposals submitted, fifteen were recommended for funding. Before discussion began, Dr. Kilcrease presented the Council with a general question regarding the point-system values of evaluating proposals: *Should there be points assigned to the submission of a completed proposal?*

Two of the declined applications listed in Table II, page 4 of 9, in the NSU Enrichment Fund Professional Development Grant Program Peer Review Panel Report were missing pertinent components needed for funding. However, PD 06-07-R1-003 (Pennington), proved to be a desirable project, but did not meet the program's guidelines. With the approval of the NRC, Dr. Kilcrease will provide a letter to the Administration to explain the findings of the Peer Review Panel and to encourage seeking further sources of funding for the project. On the motion of Councilperson Dion Boyett, seconded by Councilperson Dianne Webb, the recommendation to accept fifteen Professional Development proposals upon meeting stipulations was unanimously accepted as follows:

**NRC approves the motion to accept these proposals as submitted contingent upon stipulations provided in Table III, pages 5-8, of the NSU Enrichment Fund Professional Development Grant Program Peer Review Panel Report.**

## UNDERGRADUATE STUDENT RESEARCH PROGRAM

Mr. Mike Matthews, Coordinator of PHILIA, was invited to introduce the derivative of the Undergraduate Student Research Program (USR). He indicated that its purpose is to solicit grant opportunities with hopes of producing and enhancing undergraduate research. With more development and external funding sources, this program could greatly influence Northwestern State University as well as North Louisiana's standing in undergraduate research. Two applications were submitted and approved from the Creative and Performing Arts/Music department. On the motion of Councilperson Lisa Abney, seconded by Councilperson Corinne Pearce, the motion to accept recommendations as submitted was unanimously approved as follows:

**NRC approves the motion to accept recommendations as reported in the PHILIA Peer Review Panel Report of the NSU Enrichment Fund/Philia USR Grant Program packet.**

## RECOMMENDED CHANGES TO THE REQUEST FOR PROPOSALS

On motion of Councilperson Tom Burns, seconded by Councilperson Dion Boyett, the motion to accept recommendations to the RFP in total were unanimously approved as follows:

**NRC approves the motion to accept all seven suggestions presented in the PHILIA Steering Committee Minutes from the meeting on February 13, 2007 with the exception that suggestion numbers 3 and 6 be applied to all three grant programs: Professional Development, Proposal Stimulus, and Undergraduate Student Research.**

Dr. Jean D'Amato proposed that another cycle of USR program be initiated. On the motion of Councilperson Jean D'Amato, seconded by Councilperson Lisa Abney, the motion to accept another round of funding of USR proposals was unanimously approved as follows:

**NRC approves the motion to solicit another round of funding for the Undergraduate Student Research grant program with an increase from \$1,000 to \$2,500 for each award and a maximum total award of \$10,000. The Office of Research and Sponsored Programs will investigate further as to whether other areas of the university are eligible to participate in this program before deadlines are determined.**

## OTHER BUSINESS

Dr. D'Amato reported the finalization of the 20<sup>th</sup> Annual Research Day Speaker as Dr. Jennifer Piehl, Assistant Director of the El Peru-Wake' Archaeological Project in Guatemala and Bioarchaeologist at the Center for Big Bend Studies, Sul Ross State University. Ms. Carla Howell encouraged members to promote Mildred Hart Bailey and student nominations. There was also mention of the newly developed contest to reproduce the Research Day booklet cover. The winner will receive a \$100 cash prize and a commemorative plaque inscribed with the winning entrant's name. Also, the winning design and winner's name/signature will be placed on 500+ copies of the official "NSU Research Day 2007" Program Booklet.

With there being no further discussion, the meeting was adjourned at 3:40 pm.