The meeting was called to order at 2:05 p.m.

1. Approval of agenda
   A revised agenda was approved: Discuss the 2012 Faculty Support Grants first, followed by “Centers and Institutes Policy”.
   Motion by Baysdorfer, Wang seconded, unanimous approval

2. Approval of Minutes of Oct 27th, 2011
   Motion by Baysdorfer, Wang seconded, unanimous approval

3. Report of the Chair
   a. Excomm of the Senate returned the “Centers and Institutes Policy” proposal with feedback. Based on the feedback, changes were drafted for today’s discussion.
   b. ORSP currently has no director and search for the AVP is ongoing.

4. Items of Business
   a. 2012 Faculty Support Grants (FSG)
      1) A “Call for Proposals” was drafted by Kimball for today’s discussion.
      2) The supporting funds exclusively come from the Provost’s office ($80,000) and will support approximately 16 research grants.
3) Suggested amendments to the current “Call for Proposals” draft:
   i) Revisiting the current evaluation criteria:
      a) Is summary description worth 30 points?
      b) Suggested new evaluation criteria:
         Formatting
         Clarity
         Student involvement
         External funding
         Relationship to scholarship/research
         Quality of past work, if applicable
         Feasibility**
         Quality of proposal/research/scholarship/creative work, including methodology and
         literature**
         Importance/significance of work; contribution to the discipline**
         (The asterisked criteria were deemed to be the most important ones.)
   ii) Adding a box where the applicants can check whether or not they were past recipients of
       the “FSG”

4) Other suggestions:
   i) Factor in committee members’ research expertise in the review process of FSG proposals
   ii) Have more discussions about the review process per se in the next meeting
   iii) Consider if the applicant does or does not have tenure

b. Centers and Institutes Policy
   1) In the senate meeting, concerns were raised that there were inconsistencies in the “Centers
      and Institute Policy” documents from the Senate and that from the Provost’s Office.
   2) Suggested amendments to bylaws:
      i) In “Part D”, the approval process
      ii) Adding “commitment to diversity” to the document
      iii) Removing “organized research units”, to be consistent with the wording from the
           Chancellor’s office
           Motion by Baysdorfer, Wang seconded, unanimous approval
5. Adjournment

Motion by Baysdorfer, Hallab seconded, unanimous approval.
Meeting adjourned at 3: 10 p.m.

Minutes respectfully submitted,
Maria Consuelo C. Ortuoste and Lan Wu, Secretary