August 26, 2013

COE Executive Council

Agenda

1. Introductions
2. Governance process this semester
   a. Program updates report at every meeting
   b. CAEP report every meeting
      i. Review tasks/timelines
   c. Doctoral report once per month
      i. Review data points and progress for Dec 2013, May 2014, Aug 2014 projected graduates
   d. Split committee reports every meeting
      i. Review charges of these groups
3. Data-driven decision-making
   a. Data variables- to get now
      i. Enrollments by program
      ii. Total credit hours generated by program
      iii. Student FTEs by program
      iv. Graduation rates by program
      v. #Number of faculty assigned to a program
      vi. Faculty research and grant/contract active
       1. University definition
4. Curriculum- Program Assessment and Review report for UNR accreditation (directive from the Provost)- who, what, when, how
   a. Need to do the non-TE unit programs this academic year, the rest next academic year (coupled w/ CAEP)
      i. HDFS – UG/G
      ii. EL- HIED G
      iii. Doc Program
5. Curriculum- Graduate certificates [request from the Chancellor of Higher Ed]
   a. Elementary Education – who, what, when
   b. Secondary Ed – who, what, when
6. Organizational Flow
   a. Proposed policy for submitting grants
7. Program Updates

Next meeting – Sept 16- 9-11am
   a. Agenda will include committee reports, discussion of role statements and differentiated criteria, due dates, etc..., data roll-out
College of Education Grants and Contracts Review Policy

In an effort to better assist the College of Education and Office of Sponsored Projects, the following grant policy will be implemented immediately.

1. The COE Dean’s Office will need a minimum of 2 working days (these days are in addition to the 3-5 days required by the Office of Sponsored Projects) to review and obtain Dean’s signature for all grant and contract submissions. Each submission must include the following, but is not limited to.
   a) Completed transmittal form (OSP-1) signed by the PI and all Co-PI’s (with the exception of those in other colleges)
   b) Completed Budget Setup form (OSP-22) signed by the PI
   c) Completed budget narrative/justification
   d) Brief project summary

The materials listed below are based on the specifics of a given proposal. Faculty should review the items below carefully to ensure that any forms in addition to the required above are submitted. Neglecting to submit necessary forms could delay the review process and could result in needing longer than 2 days.

2. If the proposal is a federally sponsored project, please review the Administrative Costs Justification form (OSP-3) to see if you are requesting costs that are normally unallowable as direct costs. If so, the completed and signed Administrative Costs Justification form (OSP-3) needs to be submitted. Please ensure there is a description and cost for each category requested. If the information does not fit on the form, please mark “see attached” in the applicable boxes and attach the back-up documentation that includes the description and costs. **Don’t forget to complete the PI information on the top of the Administrative Costs Justification form (OSP-3).**

3. If the proposal has been funded in the past and the program/center has documentation stating the grant will be funded again, a completed and signed Memo Account Request (OSP-4) and Budget Setup form (OSP-22) can be submitted with the proposal submission. The account(s) on the Memo Account Request (OSP-4) must have funds available to cover the total cost of the request.

4. If the proposal requires cost share/match, please include the completed and signed Cost Share form (OSP-11) with any necessary back-up documentation. Cost share/match will only be approved if required by the sponsor.

5. If the proposal is asking for a voluntary waiver or reduction of the F&A rate below the University’s designated rate, please submit a completed and signed F&A Cost Rate Exception Request (OSP-12). This form needs to be approved by the VPR prior to the proposal being submitted to the Office of Sponsored Projects.

6. If there are subcontracts included in the proposal, please ensure section E10 is completed on the transmittal form (OSP-1) and the completed and signed Subrecipient Proposal Assurance Form (OSP-SUB-1) is included in the proposal.

7/22/2013
Governance
Organizational Structure for the College of Education

College of Education Senate

- Elementary Education
- Counseling & Ed Psych
- Literacy: Lang Culture
- Ed leadership
- Secondary Education
- HDFS
- Special Education

Executive Council
(Including membership below, 1 classified staff, AC, and FX)

- Accreditation (will heavily involve EC)
- Governance Committee: Diversity
- Governance Committee: Doctoral
- Governance Committee: Personnel T & P
- Program areas not represented by other members
- Reps from each Center: NCED, CFRC, RRC

PR & Communic.
Grants & Research Comm