

**Agenda**  
**EPSY Department Meeting**  
**September 11, 2015 – 9:30 a.m. to 11 a.m. – Gentry 144**

1. Welcome
2. Corrections to May Minutes (Attachment)
3. Announcements
  - a. New Faculty: Aarti Bellara
  - b. Update Working Media Expert List
  - c. NSoE Grad Student Association
  - d. Department Head Search (Doyle)
  - e. Travel Policy Update (Attachment; Glenn Harzewski)
  - f. New GA Contract
  - g. Research Excellence Awards (Attachment)
  - h. Merit Report
  - i. IRB Policy Change Regarding Research in Classes (Attachment)
  - j. Faculty Load and Class Size Expectations (Attachment)
  - k. Medical Leave (Attachment)
  - l. Procedures for Salary Savings (Attachment)
  - m. Provost's Public Service Engagement Awards (Attachment)Independent Study
  - n. Syllabi Requirement
  - o. \$1000 for Recruitment
  - p. Summer Session Scheduling
  - q. Change in Dissertation Proposal Procedures
  - r. Lunch Meetings Today – BBQ
  - s. Other
4. Committees Issues
  - a. Results of Committee Elections
  - b. C&C Updates
    - i. Approval of Interdisciplinary Undergraduate Minor in Creativity, Innovation, and Entrepreneurship (Plucker)
    - ii. Approval of the Literacy Supports Certificate
  - c. PTR Committee
  - d. Sunshine Committee (Bray)
  - e. Other
5. Other
6. Adjourn

**EDUCATIONAL PSYCHOLOGY DEPARTMENT  
FACULTY MEETING MINUTES  
May 1, 2015**

**Attendees: R. Beghetto, M. Bray, N. Card, M. Coyne, J. Goldstein, J. Gubbins, E. Hines, D. Kearns, T. Knupp, T. La Salle, C. Little, A. Lombardi, J. Madaus, B. McCoach, B. Montrosse-Moorhead, J. O'Neil, J. Plucker, C. Rhoads, J. Rogers, L. Sanetti, D. Siegle, H. Swaminathan, S. Ware, M. Young, S. Slota**

**1. Welcome**

**The meeting commenced at 9:30 am.**

**2. Minutes**

**The April minutes were accepted as presented.**

**3. Announcements**

- 3. a. Faculty were reminded about the required Compliance Training which needs to be completed by May 15, 2015.**
- b. Faculty were also reminded that HuskyDM is due by May 31, 2015.**
- c. The form for Merit Requests is due by May 31, 2015.**
- d. All of the honor students will be doing presentations this weekend. Everyone is invited.**
- e. K.I.D.S. Opportunity, which is funded by Uconn, is a research participation project. If you are interested in participating, please contact Devin Kearns.**
- f. On May 13, there will be another iPad Conference conducted on campus. Anyone wishing to attend may do so for free. Just inform D. Siegle of your interest.**
- g. There will be an EPSY End of the Year and Promotion Celebration. The event will take place on May 14<sup>th</sup> at 5:30 at Del and Betsy's home. Congratulations to everyone for completing the semester. Congrats to L. Sanetti for her Teaching Fellow Award and congrats to R. Beghetto for being promoted to full professor.**
- h. Two individuals from England, Pauline Dixon and Steve Humble will be presenting a lecture on May 21, 2015.**
- i. Lunch will be served today in the Atrium.**
- j. Nothing.**

**4. Committee Issues**

**a. C&C**

**i. EPSY 6639: Advanced Techniques for Psychometric Research**

**J. Rogers explained the details of the new course.**

**MOTION: J.Rogers motioned to accept this course.**

**Motion was seconded by J. Gubbins.**

**Unanimously passed.**

- b. PTR Guidelines Committee has set up some new guidelines. C. Little who is on the committee explained a few details about what the committee's mission was. The faculty was encouraged to review the guidelines and the committee will wait for feedback. It was also explained that the program coordinators had reviewed the guidelines.
- c. The Graduate Advisors Handbook will be discussed in September. The graduate students have expressed a need for orientation. The graduate school also has encouraged the Department of Educational Psychology to conduct an orientation for graduate students. B. McCoach along with J. Gubbins and S. Ware will be discussing the event.
- d. Sunshine Committee is still requesting a contribution of \$40.00.
- e. Committee Elections will take place today. The voting will take place electronically.
- f. None

5. Other

M. Young discussed the tuition for the graduate students.

6. Adjournment

S. Ware motioned to adjourn the meeting. It was seconded by B. McCoach at 11:10 am.

**Sanditz F.A.Q.**

To contact Sanditz directly please call 1-877-826-6733 or email [UConn-resdesk@sanditz.com](mailto:UConn-resdesk@sanditz.com) (mailto:UConn-resdesk@sanditz.com).

**Do all airfare tickets need to be booked through Sanditz now?**

All Business class airfare tickets are now required to be booked through Sanditz. All economy/coach class tickets should be booked through Sanditz as well. However, if the economy/coach class ticket is not booked through Sanditz then a list of alternative itineraries from Sanditz must be attached with the reimbursement documentation for the purpose of a price comparison. All airfare claims that do not include price comparisons from Sanditz will be capped at the lowest reasonable airfare at the time of processing.

**Do all hotel bookings need to be booked through Sanditz?**

No, hotel bookings do not have to be booked through Sanditz, but it is highly recommended since travelers now have the option to directly bill these expenses to the University

**Do all rental car bookings need to be booked through Sanditz?**

All rental cars must be purchased through Enterprise via the Sanditz online booking tool. Reimbursement for all rental car claims will be capped at an Enterprise comparison rate.

**How do I receive my special conference/group rate when securing lodging through Sanditz?**

You must call Sanditz directly or send an email to get a specific conference or group rate. The group rates cannot be applied when using the online booking tool.

**How do I make a guest booking ?**

In order to book for a Guest candidate you need to click on the “Book for a Guest” tab under Agency Tools. If you do not have this option you can call anyone at the Travel Office and they can set you up with the option to do so.

**I have a personal leg of travel included in my business trip, how do I pay for the personal part myself ?**

If you have a personal leg of travel included in your business trip you need to run two comparison quotes on the Sanditz booking tool; one quote has to be for the actual flight you will be taking which includes the personal leg of travel, the other comparison should be a quote for how much the travel cost would be without any personal trips included. You must first print out or save the business only itinerary, and then you can purchase the itinerary that includes personal travel time on your **personal credit card**. Then, when submitting for reimbursement your claim will be capped at the Sanditz business itinerary comp. Please note you may not charge expenses to the University if you have personal days included on your trip.

### **Can I book my spouse's ticket at the same time as booking my own business ticket?**

Please call in to book leisure tickets along with your business ticket since the service fee rate is not the same as the rate Sanditz charges for University business travelers. All tickets that include personal travel must be charged to a personal credit card.

### **What phone number and address do I put in at checkout? Do I change the 3 N. Hillside Road address to my own department address?**

The phone number and addresses you put in are not important since actual tickets are not being mailed out anymore. You can just keep this information as your department's information as default for all bookings.

### **How many KFS account numbers can I use? How do I make changes or add a different account after I make the booking?**

Sanditz will allow you to enter up to three different Kuali Financial System (KFS) account numbers at the time of check out, you will need to indicate the amount you would like charged to each account when using multiple KFS accounts. If incorrect KFS account information is entered at the time of check out to Sanditz it will be the department's responsibility to correct this error when the charge is being reallocated. Additionally, keep in mind Award Accounts should not be given to Sanditz at the time of booking; these accounts are for reimbursement purposes only and should not be used to secure travel arrangements.

### **Can guests and candidates book their own tickets through our Sanditz site?**

No, guests and candidates should have a UConn employee book their tickets for them. When the UConn employee books guest tickets they need to click on the "Book for a Guest" tab under the Agency Tools section of the Sanditz site.

### **Is there a way to book multiple tickets at the same time? (example) I have four (4) people going and they all want to be sure they are on the same flight.**

When you are booking for multiple people you need to book each person's ticket separately, however after you have booked one itinerary there is an option to "duplicate" the trip. This feature allows you to book the exact same options you just chose for your first traveler. Also, you can edit the duplicate booking to accommodate your travel needs. For example, if you only want to book a rental car for the first traveler but not for the other three since they can all travel in the same car, you can delete the car rental portion off the duplicated itineraries.

### **How do I update my US Airways frequent flyer number in my GetThere profile after the American Airways/US Airway Merger?**

-From the Sanditz (<https://shibboleth.uconn.edu/idp/profile/SAML2/Unsolicited/SSO?providerId=https://wx1.getthere.net/login/saml/post.act>) home page select the Profile link. Then select Frequent Traveler, Delete US Airways Number, and then Add in the new American Airlines number.

## **Can I book travel arrangements through agencies that are not contracted with UConn?**

Yes, you can still book airfare and lodging through non-contracted agencies, but you will be unable to use the University Travel pro card to pay for the airfare through these vendors. You will need to pay for the expenses with your own personal credit card and then submit for reimbursement after the trip has taken place. Additionally, since travelers have the option of charging airfare directly to the University through Sanditz the Travel Office will not include airfare in advances issued for trips.

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## Travel Services

### F.A.Q.'s

For Sanditz F.A.Q.'s please click [HERE](http://travel.uconn.edu/sanditz-f-a-q/). (<http://travel.uconn.edu/sanditz-f-a-q/>)

If you're having an issue with any Travel website or form and would like someone to assist, you can share your computer screen over Skype for Business. Click [Here](http://travel.uconn.edu/wp-content/uploads/sites/481/2015/08/Skype-for-Business-2013-Instructions.pdf) (<http://travel.uconn.edu/wp-content/uploads/sites/481/2015/08/Skype-for-Business-2013-Instructions.pdf>) for instructions on how to share your computer screen.

### **How do I print the Travel WebForm to a PDF? What if I don't have this option on my computer?**

-Click [Here](http://travel.uconn.edu/wp-content/uploads/sites/481/2015/08/Adding-a-Print-to-PDF-Function-in-FireFox.pdf) (<http://travel.uconn.edu/wp-content/uploads/sites/481/2015/08/Adding-a-Print-to-PDF-Function-in-FireFox.pdf>) for instructions on how to print your Travel WebForm to a PDF. There are also instructions on how to add PDF under your printer options if you currently do not have it on your computer.

### **When is a Pre-Trip Travel WebForm required?**

-A pre-trip Travel WebForm (TWF) is required to be filled out for any travel that requires a Bradley parking permit, an Advance, or International Health Insurance. However, departments may require this form to be filled out by all travelers at their own discretion.

### **Do I have to select the same KFS Processor group on the Pre-Trip and Post Trip form?**

-No, you can select a different KFS processor group on the post trip form than what was selected on the pre-trip form.

### **Who should I select as the Reimbursement Supervisor on the Post Trip TWF?**

-You should select the person the traveler reports to, and who is on the next highest organizational level in the University. This is typically Department Heads, Directors, and Deans. However, if a delegate is *documented* in your department you can select the delegate's name as the supervisor. You cannot select an employee to be the Supervisor for someone they report to. For example, Department Heads cannot be selected as the Supervisor for a Dean.

### **Does the Post Trip TWF need to be filled out for all Travel Reimbursements?**

-Yes, the post trip TWF must be attached to all Travel DVs, even for candidates and non-employees.

## **When filling out a Pre-Trip web form for students for international travel, what is the Education Abroad Approval ID?**

-Students (graduate or undergraduate) must register with the Office of Education Abroad before traveling out of the country. After successfully registering with the Ed Abroad Office you will receive an ID number which is required to be entered on the pre-trip form before it is submitted. You can contact Ed Abroad at 860-486-5022 for more information on students traveling abroad.

## **Does my Bradley Parking Permit cover personal travel days?**

-Bradley Parking Permits do not cover parking on personal travel days. The University has worked with Bradley Ground Transportation to minimize expenses by allowing parking permits to be issued with the personal days deducted off of the permit. This way you will only need to pay out of pocket for the personal travel days, and your Bradley Parking Permit will cover all of the business travel days. For example, if your Travel Approval shows you are taking 3 personal travel days on your trip, we will deduct 3 days off the end date of the permit. Please note this expense may not be submitted to the University for reimbursement. Additionally, please contact the Travel Office immediately if you notice the travel dates on your parking permit are not correct so a new parking permit can be issued before the start date of your trip. Altered Bradley Parking Passes will not be accepted.

## **If I forgot to request a Bradley Parking Permit on my Pre-Trip TWF and I'm eligible to receive one still?**

-Yes, you can still receive a Bradley permit even if you didn't request one on your TWF. If you need one right away please call the Travel Office and inform them you need one – a permit can be issued on short notice with the proper documentation. If you do not need one immediately please submit a new pre-trip form requesting the Bradley permit.

## **What can I request an advance for?**

-Travelers can request advances for all travel expenses except for airfare, rail fare, rental cars, lodging, and registration fees since these expenses are eligible to be charged directly to the University. Registration fees should be paid by a department's pro card and travel expenses should be booked through Sanditz and paid by the *Travel Department's* pro card by providing the KFS account that is funding the travel. Travelers will be issued an advance for 75% of "all other costs" anticipated for their trip.

## **When I request a Travel Advance on my TWF do I need to do anything else for the advance to be processed?**

-Yes, after an advance was requested and the traveler has signed the promissory note on the pre-trip form, the KFS Processor will receive an email notification stating that the advance is ready to be submitted in KFS (Kuali Financial System) so it can be processed. An advance can not be processed unless the traveler's department submits a DV in Kuali. The finalized pre-trip TWF must be attached to the DV before it's submitted in KFS.

## **When are Advances ready? Will I be called when it has been processed?**



-Travel advances are typically processed ten (10) business days before the trip begins. You will not be called when the it is ready, travelers are responsible for securing their advances before the start of the trip. All advances will be directly deposited into your “primary” payroll direct deposit account. If you would like to check on the status of your advance you can call the Travel Office at 860-486-2068.

## **Do I have to book through the University travel agencies?**

-Business Class flights must be booked through Sanditz (<https://shibboleth.uconn.edu/idp/profile/SAML2/Unsolicited/SSO?providerId=https://wx1.getthere.net/login/saml/post.act>), and economy/coach class flights are not required to be booked through Sanditz. However, any economy/coach class flight that is not booked through Sanditz will be capped at a Sanditz comparison quote. Travelers must save a list of alternate itineraries from Sanditz (<https://shibboleth.uconn.edu/idp/profile/SAML2/Unsolicited/SSO?providerId=https://wx1.getthere.net/login/saml/post.act>) at the time of purchasing airfare, and these itineraries should be attached to the reimbursement. If an airfare reimbursement is submitted without a Sanditz comp it will be capped at the lowest reasonable fare at the time of processing.

-Rental cars should all be purchased through Enterprise via the Sanditz online booking tool (<https://shibboleth.uconn.edu/idp/profile/SAML2/Unsolicited/SSO?providerId=https://wx1.getthere.net/login/saml/post.act>) in order for travelers to receive the University’s contracted rates. Any rental car claim submitted for reimbursement that is not from the University’s contracted agency will be capped at a comparison itinerary.

-Lodging does not have to be purchased through Sanditz, however travelers now have the ability to directly bill lodging to the University through Sanditz.

## **Do award letters need to be attached to the Travel Reimbursement?**

-Yes, if an award account is being used the award letter must be attached to the reimbursement in order for it to be processed.

## **What do I do if I split an expense with someone?**

-Only the person who paid for the expense will be reimbursed by the University. For example, if you split a hotel room with another traveler we need to see two forms of payment on the lodging receipt. If not, the one person who paid for the room can be reimbursed and travelers can settle up afterwards between each other.

## **Do I need to deduct my daily work commute from mileage if I drove on a day I don’t usually go into work?**

-Yes. If you depart or return from your home you must deduct your work commute from the mileage log no matter what day of the year it is. The only exception to this rule is if your permanent duty station is your home – you must have written approval from the proper authority in your department for this to be verified.

## **How long do I have to submit a reimbursement after travel has taken place?**

-Travel reimbursements should be submitted no later than 15 days after travel. If a reimbursement is submitted over 60 days after travel it will not be processed without Dean/Director/Department Head approval, as appropriate.

## **What is the minimum amount that can be reimbursed?**

-Travelers should not submit reimbursements that are less than \$25.00, rather they should wait to accumulate this minimum dollar amount before submitting to the Travel Office.

## **How do I get reimbursed for travel expenses that are required because of my medical or religious needs?**

– Travel Services recognizes that some employees have individualized circumstances that may justify a departure from our generally applicable procedures. If you require a limited one-time change to the travel policies for medical or religious reasons, please contact Travel Services directly. To request accommodations for limitations related to physical or mental medical conditions, please contact the [Office of Diversity and Equity \(ODE\)](http://www.ode.uconn.edu/ada/) (<http://www.ode.uconn.edu/ada/>). ODE will be able to evaluate your accommodation request and will maintain the privacy of your medical information. Please DO NOT send any personal or sensitive information to Travel Services.

## **Can I have multiple TWFs saved?**

-No, you may only have one saved TWF in the system at a time.

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RESEARCH CLASSIFIEDS

- **Research Excellence Program Announcement**

July 27, 2015

The Office of the Vice President for Research is pleased to announce the **Research Excellence Program (REP)** for the 2015-2016 academic year.

The primary goal of the [Research Excellence Program \(REP\)](#) is to provide seed funding to promote, support, and enhance the research, scholarship, and creative endeavors of faculty at UConn, including (but not limited to) the strategic and emerging areas delineated in the Academic Plan. As an outcome of these awards, recipients are expected to submit proposals to extramural sponsors (federal, state, private, industry, or foundation sponsors) and/or carry out activities consistent with the highest standards of accomplishment in their discipline. The REP is designed to assist faculty, regardless of rank, in all areas of scholarly work and to facilitate the competitiveness of extramural funding opportunities as well as contribute to UConn's national and international reputation as a premier research university.

Two broad categories of competitive awards are available. Proposals should be submitted to the category that best represents the project's goals, methods of study, and expected outcomes rather than a specific discipline or area of study.

- Science, Technology, Engineering, Math, and Social Sciences
  - Single PI awards capped at \$25,000
  - Multi-PI awards capped at \$50,000
  - Proposals should emphasize how the research will advance knowledge in the Sciences (basic and applied life science, physical sciences, mathematical science, social and behavioral sciences), Technology, Engineering, or Society (applied research, interdisciplinary research)
- Fine Arts, Humanities, Business, Law, and Engagement
  - Single PI awards capped at \$10,000
  - Multi-PI awards capped at \$25,000
  - Proposals should emphasize how the research, project, or scholarship will advance the arts, humanities, business, law, education, creative endeavors, or engaged scholarship (community partnerships, evaluation research, participatory research)

### **Deadlines**

- [Letter of Intent](#) must be submitted by 11/20/2015

- Full proposals must be submitted by 12/18/2015
- Notification of awards will be made by 5/1/2016

Program requirements are available at <http://research.uconn.edu>.

For further information, contact: [research@uconn.edu](mailto:research@uconn.edu)

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- For more information, contact: name/department at [research@uconn.edu](mailto:research@uconn.edu)

**From:** IRB Announcements - All Active Investigators <IRB\_INV-L@LISTSERV.UCONN.EDU> on behalf of Bradway, Douglas <doug.bradway@uconn.edu>  
**Sent:** Wednesday, July 08, 2015 4:14 PM  
**To:** IRB\_INV-L@LISTSERV.UCONN.EDU  
**Subject:** [IRB\_INV-L] IRB Policy Change: Research Methods Courses

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## OFFICE OF THE VICE PRESIDENT FOR RESEARCH RESEARCH COMPLIANCE SERVICES

### INSTITUTIONAL REVIEW BOARD POLICY CHANGE: REVIEW OF RESEARCH METHODS COURSES

The UConn Storrs Institutional Review Board (IRB) previously required that a protocol application be submitted to the IRB for any study for which research is the intent and the researcher proposes to use or involve student research projects conducted as part of Research Methods Courses.

**As of July 1, 2015, that policy has been revised as follows:**

A protocol application must be submitted to the IRB for any Research Methods Course where student research projects meet the regulatory definition of research: “*Research* means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” Examples of this include: whole class projects where students are assisting the faculty member to collect data for the faculty’s own research purposes, those classes where each research project is designed to support a Master’s Thesis or a Dissertation, research projects intended to generate data that will be directly used for publication or presentation, or research projects designed to support further research (e.g., having students collect pilot data to support a future grant application or larger research project). Currently approved Research Methods Course protocols that meet the definition of research must be submitted for re-approval.

Any Research Methods Course where the goal of the student research projects is solely to provide an educational experience for the students that does not meet the regulatory definition of research will no longer require submission of a protocol application to the IRB. Presentations of the data in the context of the class does not meet the definition of research. Any individual or group projects within this course that do meet the definition of research must be submitted to the IRB as

stand-alone protocols for review and approval. Note that any currently approved Research Methods Course that does not meet the definition of research does not require submission to the IRB for re-approval.

Course instructors are encouraged to contact Doug Bradway at 860-486-0986 or by email at [doug.bradway@uconn.edu](mailto:doug.bradway@uconn.edu) with any questions.

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## SCHOOL-WIDE ANNOUNCEMENTS

**IMPORTANT Neag Policy of Faculty Effort**

Sent on behalf of Associate Dean for Research, Sandy Chafouleas

**Policy on Faculty Effort Related to Teaching Load and Extramurally-Funded Research**

Faculty members in the Neag School of Education are expected to exhibit strong performance across areas of teaching, research, and service. Although individual accomplishments and emphases will vary, all faculty members are expected to engage in activities within each area. With regard to research, faculty members are expected to be continually engaged in activities that contribute to their discipline and profession. It is acknowledged that extraordinary efforts may necessitate a temporary modification to typical expectations across the areas of teaching, research, and service. This policy serves to provide guidance around faculty effort during the academic year with regard to extramurally funded research and teaching load. It applies to those faculty members who are paid on tuition funds (e.g. tenure track).

**Teaching Load**

Generally, the nominal full-time teaching load for a faculty member in the Neag School of Education is the equivalent of three courses (9 credit hours) per semester. The nominal teaching load is generally assigned to faculty members whose primary contributions are both heavier teaching and service loads, as well as a smaller, yet sustained level of scholarship.

Extensive scholarly productivity may be used to justify a teaching load reduced from the nominal full-time expectation. Among the criteria to be employed in assessing scholarly productivity are: (a) level and quality of scholarly output; (b) grant development and management; and (c) extensive involvement in Ph.D. program advisement. In addition, extraordinary service may be used to justify reduction to a teaching load (e.g., major officer of AAUP, chairperson of the Senate Executive Committee, editorship of a premier academic journal, administrative appointment or extraordinary and visible outreach service). Generally, the modification of teaching load is up to one course per semester, with any changes granted through prior permission of the Dean's Office and in consultation with the Department Head.

Given the criteria for extensive scholarly productivity (or extraordinary service including administrative assignment) is met, the teaching load assigned to each faculty is typically reduced to the equivalent of two courses (6 credit hours) per semester.

Faculty members whose intellectual and service contributions fall short of the stated criteria can be assigned an increased teaching load, not to exceed four courses (12 credit hours) per semester.

Whatever an individual member's assigned teaching load, it is understood that the faculty

member's instructional responsibilities can be configured in a flexible manner, such as team teaching, offering courses for less than three credits, teaching enhancement modules, etc.

An annual review of the teaching load of each Neag School of Education faculty member will occur in the spring semester of each academic year. This review will be made by the Dean in collaboration with the Department Head in order to determine the appropriateness and equity of individual assignments and to ensure the efficiency of the Neag School of Education's instructional delivery.

Extramurally funded research typically refers to grant funding. A recipient of extramural funding for scholarship can, and is encouraged to, request a reduction in the typical teaching load. Faculty may use extramural funding to "buy-out" teaching time to be able to devote more time to the work of the grant at a general rate of 18 percent of the academic year (9-month salary), per course. A buy-out of teaching time does not translate into reduced research or service expectations, nor is it automatically renewable.

Regardless of the total funds available to "buy-out," it is expected that faculty will maintain a minimum teaching load of one course (3 credits) per semester or an equivalent variation (e.g. two courses total per academic year).

Faculty are encouraged to work with the Department Head to proactively determine optimal teaching loads throughout the period of extramural funding. Modifications or reductions to the typical teaching load must be approved by the Department Head, and may also require Dean's agreement.

For more information, contact: Sandy Chafouleas at [sandra.chafouleas@uconn.edu](mailto:sandra.chafouleas@uconn.edu)

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*Other stories from the [Soapbox for Monday, June 22, 2015 >>](#)*

*If you have any questions, please contact [Neag Office of Communications](#) at 860-486-3675.*



## FACULTY MEDICAL LEAVE GUIDELINES

Faculty medical leaves have historically been at the discretion of the University and administered in accordance with the Article XV, L, 4 of the By-Laws of the University of Connecticut (the "By-Laws") titled "Sick Leave for Faculty With or Without Pay," which provides that "[e]ach case is considered separately and involves careful consideration of length of service, nature of illness, and anticipated length of disability." These guidelines are intended to clarify the By-Laws and provide better guidance and general parameters to University administrators in evaluating requests for medical leave.

These guidelines are for long term illnesses only (FMLA qualifying medical leaves) and apply only to tenured and tenure-track faculty and non-tenure track faculty members who are on multi-year appointments. Absences for short-term illness and for AAUP members that are on temporary appointments will continue to be administered at the school or departmental level. In no case shall a medical leave extend a temporary appointment beyond its end-date.

### **A. Faculty With Less Than Three (3) Years of Service (six months paid sick leave)**

1. Faculty members with less than three (3) years of service will be eligible to be paid for a qualifying medical leave under the FMLA and/or the state medical leave law, up to the period provided for in the medical certification, not to exceed six (6) months.<sup>1</sup> Sick Leave must be supported by medical certification and be approved by the Department of Human Resources, with notification provided to the department head and the Dean.
2. If after six (6) months of continuous leave the faculty member is still medically unable to return to work, an extension of unpaid sick leave may be requested with proper medical certification and is subject to the approval of the Dean and the Provost. Extensions of medical leave after the initial six (6) months provided for in Paragraph A.1 shall be in conformity with the By-Laws with an emphasis on the faculty member's length of service and the likelihood, based on acceptable medical evidence, that he or she will be able return to full employment.

If the faculty member with less than three years of service is an ARP participant and is eligible to collect long-term disability (LTD) benefits during a period of approved unpaid leave, the University will not supplement the LTD benefit.

3. If medical leave has been exhausted and no extension has been approved, the faculty member will be medically separated in good standing. Post-employment benefits will be determined by the rules of the retirement plan that the faculty member has elected.

### **B. Faculty With 3 - 6 Years of Service (twelve months paid sick leave)**

1. Faculty members with 3 - 6 years of service will be eligible to be paid for a qualifying medical leave under the FMLA and/or the state medical leave law, up to the period provided for in the medical certification, not to exceed six (6) months. Sick Leave must be supported by medical certification and be approved by the Department of Human Resources, with notification provided to the department head and the Dean.

2. If after six (6) months of continuous illness the faculty member is still medically unable to return to work, an extension of six (6) months paid sick leave may be requested with proper medical certification and is subject to the approval of the Dean and the Provost. Extensions of medical leave after the initial six month (6) period provided for in Paragraph B.1 shall be in conformity with the By-Laws with an emphasis on the faculty member's length of service and the likelihood, based on acceptable medical evidence, that he or she will be able return to full employment.

If the leave is approved as paid, and the faculty member is an ARP participant, the leave will be converted to LTD leave in accordance with Article 19.G. The University will supplement the disability benefit so that the faculty member receives the same rate of pay as if fully employed for six (6) additional months. If the leave is approved as paid, and the faculty member is a SERS participant, he or she will be eligible for six (6) months of additional paid sick leave.

3. If after one (1) year of continuous leave the faculty member is still medically unable to return to work, an extension of unpaid sick leave may be requested with proper medical certification and is subject to the approval of the Dean and the Provost. Extensions of medical leave after the initial one (1) year period provided for in Paragraphs B.1 and B.2 shall be in conformity with By-Laws with an emphasis on the faculty member's length of service and the likelihood, based on acceptable medical evidence, that he or she will be able return to full employment.

4. If medical leave has been exhausted and no extension has been approved, the faculty member will be medically separated in good standing. Post-employment benefits will be determined by the rules of the retirement plan that the faculty member has elected.

**C. Faculty With 7 to 10 Years of Service (twelve to eighteen months of paid sick leave)**

1. Faculty members with 7 to 10 years of service will be eligible to be paid for a qualifying medical leave under the FMLA and/or the state medical leave law, up to the period provided for in the medical certification, not to exceed six (6) months. Sick Leave must be supported by medical certification and be approved by the Department of Human Resources, with notification provided to the department head and the Dean.

2. If after six (6) months of continuous illness the faculty member is still unable to return to work, an extension of six (6) months paid sick leave may be requested with proper medical certification and is subject to the approval of the Dean and the Provost. Extensions of medical leave after the initial six month (6) period provided for in Paragraph C.1 shall be in conformity with the By-Laws with an emphasis on the faculty member's length of service and the likelihood, based on acceptable medical evidence, that he or she will be able return to full employment.

If the leave is approved as paid, and the faculty member is an ARP participant, the leave will be converted to LTD leave in accordance with Article 19.G. The University will supplement the LTD benefit so that the faculty member receives the same rate of pay as if fully employed for six (6) additional months. If the leave is approved as paid, and the faculty member is a SERS participant, he or she will be eligible for six (6) months of additional paid sick leave.

3. If after one (1) year of continuous illness the faculty member is still unable to return to work, an extension of six (6) months paid sick leave may be requested with proper medical certification and is subject to the approval of the Dean and the Provost. Extensions of medical leave after the initial one (1) year period provided for in Paragraphs C.1 and C.2 shall be in conformity with the By-Laws with an emphasis on the faculty member's length of service and the likelihood, based on acceptable medical evidence, that he or she will be able return to full employment.

If the leave is approved as paid, the University will continue to supplement the LTD benefit so that the faculty member receives the same rate of pay as if fully employed for an additional six (6) months. If the leave is approved as paid, and the faculty member is a SERS participant, he or she will be eligible for six (6) months of additional paid sick leave.

4. If medical leave has been exhausted and no extension has been approved, the faculty member will be medically separated in good standing. Post-employment benefits will be determined by the rules of the retirement plan that the faculty member has elected.

**D. Faculty With More Than 10 Years of Service (twelve to twenty-four months paid sick leave)**

1. Faculty members with more than 10 years of service will be eligible to be paid for a qualifying medical leave under the FMLA and/or the state medical leave law, up to the period provided for in the medical certification, not to exceed six (6) months. Sick Leave must be supported by medical certification and be approved by the Department of Human Resources, with notification provided to the department head and the Dean.

2. If after six (6) months of continuous illness the faculty member is still unable to return to work, an extension of six (6) months paid sick leave may be requested with proper medical certification and is subject to the approval of the Dean and the Provost. Extensions of medical leave after the initial six month (6) period provided for in Paragraph D.1 shall be in conformity with the By-Laws with an emphasis on the faculty member's length of service and the likelihood, based on acceptable medical evidence, that he or she will be able return to full employment.

If the leave is approved as paid, and the faculty member is an ARP participant, the leave will be converted to LTD leave in accordance with Article 19.G. The University will supplement the LTD benefit so that the faculty member receives the same rate of pay as if fully employed for six (6) additional months. If the leave is approved as paid, and the faculty member is a SERS participant, he or she will be eligible for six (6) months of additional paid sick leave.

3. If after one (1) year of continuous illness the faculty member is still unable to return to work, an extension of twelve (12) months paid sick leave may be requested with proper medical certification and is subject to the approval of the Dean and the Provost. Extensions of medical leave after the initial one (1) year period provided for in Paragraphs D.1 and D.2 shall be in conformity with the By-Laws with an emphasis on the faculty member's length of service and the likelihood, based on acceptable medical evidence, that he or she will be able return to full employment.

If the leave is approved as paid, the University will continue to supplement the LTD benefit so that the faculty member receives the same rate of pay as if fully employed for the additional twelve (12) months. If the leave is approved as paid, and the faculty member is a SERS participant, he or she will be eligible for twelve (12) months of additional paid sick leave.

4. If medical leave has been exhausted and no extension has been approved, the faculty member will be medically separated in good standing. Post-employment benefits will be determined by the rules of the retirement plan that the faculty member has elected.

**E. Maximum Continuous Medical Leave**

Unless otherwise required by law, any continuous period of medical leave (paid, unpaid or a combination of paid/unpaid) shall not exceed two (2) years.

**F. Concurrent Leaves and Entitlements**

All medical leaves under these guidelines shall run concurrently with federal FMLA and other legal entitlements, including ADA accommodations arranged through the Office of Diversity and Equity.

**G. Reinstatement Of Faculty Who Are Medically Separated In Good Standing**

If a faculty member who is medically separated in good standing becomes medically able to return to University employment, he or she shall be eligible for rehire. Rehire shall be subject to approval of the Dean and the Provost. In determining whether to rehire the faculty member, emphasis shall be placed on the qualification of the faculty member at the time of rehire; the likelihood that the faculty member will be able to resume teaching, scholarship and service at a level commensurate with his or her position; and the needs of the University, School or College, and Department.

**H. Calculation Of Supplemental Disability Pay**

For faculty members enrolled in the ARP and eligible to receive a disability supplement in accordance with these guidelines, the University shall supplement the disability insurance such that the faculty member's bi-weekly gross pay (disability benefit plus supplement) while receiving the supplement equals the bi-weekly gross pay the faculty member would have received if he or she was fully employed less the ARP contribution being paid by the disability carrier on behalf of the faculty member.

**I. Multiple Access To Paid Sick Leave**

Faculty members may only access the paid medical leave benefits described in this policy once every three (3) years unless otherwise approved by the Dean and the Provost, with an emphasis on whether the total amount of paid sick leave taken in any three (3) year period is less than the maximum paid sick leave available to the faculty member under these guidelines.

The first time a faculty member utilizes paid sick leave under these guidelines, his or her years of service shall be determined from the faculty member's University hire date. On any subsequent occasion the

faculty member seeks to utilize the paid sick leave benefits available under these guidelines, his or her years of service shall be counted from the date on which the faculty returned from the last qualifying paid sick leave taken pursuant to these guidelines.

If a faculty member is not eligible for paid sick leave in accordance with this paragraph, he or she still may take as unpaid any medical leave to which he or she is entitled in accordance with his or her rights under federal and/or state medical leave laws.

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<sup>1</sup> The term "months" is intended to mean calendar months.

## **Procedures for Salary Savings Return Due to Extramural Research Funding**

Faculty members in the Neag School of Education are strongly encouraged to pursue extramural funding to support research endeavors, and to include academic year effort (9 month salary) within the budget to assist in balancing their activities across areas of teaching, research, and service.

As documented within the corresponding *Policy on Faculty Effort Related to Teaching Load and Extramurally-Funded Research*, temporary reductions in typical teaching load may be warranted to allow faculty to dedicate sufficient effort to extramurally funded work.

This document serves to outline for procedures associated with distribution of academic year effort associated with extramural research funding (salary savings). It applies to faculty whose salary is paid on tuition funds (e.g. tenure-track).

[Note that the procedures described here address funds associated with academic year effort only, which are separate from the procedures outlined by the Office of the Vice-President for Research as related to the distribution of facilities and administrative cost (F&A) for research grants and contracts (see <http://research.uconn.edu/funding/f-a-allocation/>).]

### **Distribution of Salary Savings Return**

The majority of the total academic year (AY) salary return through extramural funding is allocated to the Dean to support the research endeavors of the Neag School, including but not limited to, the adjunct faculty pool, research start-up packages, and internal funding activities. That said, there is acknowledgement of the opportunity to provide faculty incentive to engage in extramural activity involving AY effort. Thus, the following procedures explain the opportunity for faculty to obtain a portion of the salary savings return under various conditions.

As documented within the corresponding *Policy on Faculty Effort Related to Teaching Load and Extramurally-Funded Research*, the minimal teaching load of one course (3 credits) per semester or an equivalent variation [e.g. two courses total per academic year] is expected for each faculty member paid on tuition funds. For those faculty that meet this criterion, the following options are offered for determining the faculty portion of the remaining available return:

- 20% for those who opt for a teaching “buy-out” (defined as .18 of the AY effort per course reduction), or for those who have less than .18 AY effort committed to extramural funding
- 40% for those who do not opt for a teaching reduction and have at least .18 AY effort committed to extramural funding

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*The “Procedures for Salary Savings Return Due to Extramural Research Funding” was approved by the Dean’s Leadership Council on 6/1/15. Effective beginning 7/1/15.*

Under all circumstances, the Department portion of the return is set at 15% whereas the Dean and faculty portions vary based on decisions regarding teaching reductions. Proportional adjustments of the 20% or 40% (blended rate) will be made based on the total AY effort allocated across all extramural funding sources. For example, if a faculty member has .50 AY effort committed through extramural funding chooses to take one course “buy-out” across the academic year, then the faculty return is 20% on the .18 AY effort and then 40% on the remaining .32 AY effort. The following case illustrations further illustrate the process of determining the distribution of return:

<b>AY (9 month) Condition</b>	<b>Course Release</b>	<b>Faculty Return</b>	<b>Department Return</b>	<b>Dean Return</b>
Salary = 75K Grant effort = .18 Return = \$13,500	No Buyout	40% \$5,400	15% \$2,025	45% \$6,075
	1 Buyout	20% \$2,700	15% \$2,025	65% \$8,775
	2 Buyouts	Not eligible	Not eligible	Not eligible

<b>AY (9 month) Condition</b>	<b>Course Release</b>	<b>Faculty Return</b>	<b>Department Return</b>	<b>Dean Return</b>
Salary = 100K Grant effort = .50 Return = \$50,000	No Buyout	40% \$20,000	15% \$7,500	45% \$22,500
	1 Buyout	20% on .18 40% on .32 \$16,400	15% \$7,500	65% on .18 45% on .32 \$26,100
	2 Buyouts	20% on .36 40% on .14 \$12,800	15% on .50 \$7,500	65% on .36 45% on .14 \$29,700

<b>AY (9 month) Condition</b>	<b>Course Release</b>	<b>Faculty Return</b>	<b>Department Return</b>	<b>Dean Return</b>
Salary = 150K Grant effort = .10 Return = \$15,000	No Buyout	20% \$3,000	15% \$2,250	65% \$9,750
	1 Buyout	Not eligible	Not eligible	Not eligible
	2 Buyouts	Not eligible	Not eligible	Not eligible

An annual process for determining distribution of return for the current fiscal year will occur through verification with the faculty member, Department Head and Dean’s Office. This process will begin in September, with anticipation that the distribution will be completed at the mid-academic year with disbursement soon thereafter. Upon distribution, faculty will have up to two years to expend funds, after which time the remaining balance will revert back to the Dean’s Office.

*Note. These procedures are effective 7/1/15 for all new grant proposal submissions, and will go into effect with regard to calculating distribution of return beginning 7/1/16 for all newly funded proposals. At that time, faculty with continuing projects are encouraged to consult with the Department Head and Dean’s Research Staff to determine best options for distribution (i.e. old or new procedures).*

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*The “Procedures for Salary Savings Return Due to Extramural Research Funding” was approved by the Dean’s Leadership Council on 6/1/15. Effective beginning 7/1/15.*

# The Office of Public Engagement Welcomes your Nominations:

The University community is invited to participate in the nomination process for the

## **2015 Provost's Awards for Excellence in Public Engagement**

**Engaged Scholarship, Community Partnerships and Community-based Learning combine to form Public Engagement**; an essential component of the land-grant mission of the University of Connecticut.

This event and the awards are a celebration and recognition of the work of our faculty, staff and students who successfully integrate public engagement into their academic, research and service programs thereby maximizing the University's impact on the communities with whom it engages.

There are six categories for the awards which include:

- Tenure-track faculty members
- Non-Tenure track faculty members
- Undergraduate students
- Advanced degree students
- Staff
- A person or team who has demonstrated on a longstanding basis the importance and value of Public Engagement to their professional activities as well that of their colleagues, staff, students and partners.

### **AWARDS NOMINATION PROCESS SCHEDULE**

**September 24** — Nominations are due electronically to the Office of Public Engagement at [engagement@uconn.edu](mailto:engagement@uconn.edu) before 5 p.m.

**October 8** — Award recipients (as well as their nominator and Department Head, Dean, and/or Director) will be notified. Award recipients, upon notification, will be requested to create an electronic version of a poster to be produced by OPE. They are also invited to submit a poster of related engagement activities. These photos may be used in the program publicity and on the OPE website. Invitations for the Award Ceremony will be sent out to the University community, with RSVPs requested.

**October 19** — Posters (e-versions) from award recipients are due to the Office of Public Engagement.

**November 5** — Provost's Awards for Excellence in Public Engagement Ceremony and Reception. Posters will be on display in the reception area throughout the event.

*For additional information and nomination details go to [www.engagement.uconn.edu](http://www.engagement.uconn.edu)  
or contact: [engagement@uconn.edu](mailto:engagement@uconn.edu)*



**EPSY FACULTY/STAFF DIRECTORY – 2015-2016**

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**2015-2016 Academic Year**

<b>COMMITTEE</b>	<b>MEMBERS</b>	<b>TERM EXPIRES</b>
C & C	Tamika La Salle	Spring 2016
	James O'Neil	Spring 2017
	Jaci VanHeest	Spring 2016
Scholarship	Noel Card	Spring 2017
	Jen Freeman	Spring 2016
	Natalie Olinghouse	Spring 2016
Honors	E. Jean Gubbins	Spring 2017
	Allison Lombardi	Spring 2016
	Jonathan Plucker	Spring 2017
	Catherine Little	Spring 2016
PTR	Michael Coyne	Spring 2016
	Jane Rogers	Spring 2017
	Brandi Simonsen	Spring 2016
	Catherine Little	Spring 2017
Sunshine	Rachelle Perusse	Spring 2017
	Melissa Bray	Spring 2016
	Bianca Montrosse-Moorhead	Spring 2016
Merit	Sharon Ware	Spring 2017
	Robert Colbert	Spring 2016
	Devin Kearns	Spring 2017
	Swaminathan	Spring 2016
PTR Dean's	Betsy McCoach	Spring 2016
Graduate Faculty Council (Elected for Ed. Psy.)	Betsy McCoach	Spring 2018
Alternate	Ron Beghetto	Spring 2018
Professionalism	Bianca Montrosse-Moorhead	Spring 2016
	Robert Colbert	Spring 2016
	Susannah Everett	Spring 2017
PTR Policy Committee	Michael Coyne	Spring 2016
	Catherine Little	Spring 2016
	Tamika LaSalle	Spring 2016
	Jae Eun Joo	Spring 2016
Department Head Search Committee	Tamika La Salle	Spring 2016
	D. Betsy McCoach	Spring 2016
	Swaminathan	Spring 2016
	Brandi Simonsen	Spring 2016
	Mary Ann Doyle – Chair	Spring 2016