

**Council on Grantsmanship and Research**  
Minutes

**2008 Fall Meeting  
October 21, 2008  
9:30 AM – 3:00 PM**

Attendees: Dr. Vivian Whitney (ECU), Julie Dearing (UCO), Dr. Wei Chen (UCO), Betty Beall (UCO), Gerry Cherry (UCO), Hannah McCann (ECU), Dr. C.J. Vires (ECU), Norma Stettler (ECU), Susan Foster (NSU), Nora Finnegan (NSU), D.J. Swepston (NSU), Anita Blankenship (SWOSU), Camille Holt (NWOSU), Linda Mason (OSRHE), Dr. Penny Coggins (RCC).

9:00am-9:30 am – Networking and Coffee

9:30 am – Noon – Business Meeting

Noon – 1:00 pm – Lunch

1:00 pm – 2:00 pm – Tour of Hallie Brown Ford Fine Arts Center

The ninth semi- annual meeting of the Council on Grantsmanship and Research was held in the Oklahoma Room, 1<sup>st</sup> Floor Memorial Student Union, East Central University, Ada, Oklahoma. The meeting was called to order by Dr. Vivian Whitney (ECU), Chair.

**I. Opening Remarks – Dr. Vivian Williamson Whitney**

- a. Words of welcome were given by Dr. Vivian Whitney

**II. Introductions**

- a. Attendees self-introduced and stated their university position.

**III. Welcome from Host Campus**

- a. Words of welcome were given by Mr. C.J. Vires, Associate Vice President, OSP&R and Dr. Richard Rafes, President of East Central University

**IV. Approval of Minutes**

- a. Minutes of the Spring, 2008 meeting held on March 4, 2008 at Northwestern Oklahoma State University, Alva, OK were approved.

**V. Old Business**

**a. Communications: website, listserve, logo update**

- i. Julie Dearing and Betty Beall will continue to serve as listserve administrators. Julie Darling will be leaving on maternity leave; Betty Beall will administer the listserve while she is out. SEOSU had a domain change to se.edu, UCO also had a domain change from ucok.edu to uco.edu.
- ii. Betty Beall brought the CGR logo on letter head. Linda Mason requested it be sent to her to put it up on the Regent's website

**b. Collaboration among Regional Universities and 2 Year Colleges**

- i. Dr. Penny Coggins, Vice President for Grants Development & Applied Research, Redlands Community College discussed what the two-year colleges are doing in terms of grantsmanship and the collaborating with 4 year institutions on grant awards. Barriers and challenges for the 2 year

institutions were discussed. It is an issue that the 2 year colleges are thought of as an after-thought to be brought in as a collaborator on a grant proposal and then they are given minimal budgets to work with.

- ii. The forum for the 2 year colleges and 4 year universities to meet together will be at the State Wide Grants Administrators meeting hosted by Linda Mason with the Regents. This year the meeting will be held at the NSU-Broken Arrow campus November 14, 2008, Bldg A, the morning of Oklahoma Research Day.

**VI. New Business**

**a. Open Discussion on Time and Effort – Ms. Denni Swepston, Ms. Susan Foster, Ms. Nora Finnegan – Northeastern State University.**

- i. NSU has completely revamped their Time and Effort reporting system. They looked at other universities systems to form a best practice form of their own. Their form is now only one page with three signatures, the employee, their program director and the director of research. The form is completed bi-annually and for audit purposes, there is not a due date on the form for when it needs to be returned. The form was vetted by faculty on campus for clarity and user friendliness. NSU will share their form with the CGR.

**b. Fall 2008 Meeting: Location and Date**

- i. The next CGR meeting will be held on the campus of Southwestern Oklahoma State University for the spring 2009 meeting, date to be determined at a later date.

**c. Professional Development item – Dr. Linda Mason**

- i. Dr. Linda Mason, Coordinator for Grant Writing and External Funding, Oklahoma State Regents for Higher Education did a presentation on A literature Review on Undergraduate Research.

**VII. Election of 2009 CGR Officers – Council Chair and Secretary**

- a. Ms. Camille Holt of Northwestern Oklahoma State University was nominated and voted to serve as the Secretary and Ms. Susan Foster of Northeastern State University was nominated and voted to serve as Council Chair for the 2009 year.

**VIII. News and Events**

- a. Oklahoma Research Day will be held at the NSU-Broken Arrow campus on Friday, November 14, 2008.

**IX. Tour of new ECU Hallie Brown Ford Fine Arts Center**

**X. Adjournment**