

**Council for Outreach**  
***Minutes***  
**November 8, 2000**  
**3:00pm Galanti Lounge, Library**

TO: J. Trubatch, H. Bibb, J. Boulmetis, W. Bowers, K. Castro, A. Colt, G. Delodzia, T. Dougan, M. Feld, D. Godfrey-Brown, D. Grossman-Garber, S. Hickox, P. Logan, R. Lundgren, K. Mallon, M. McCarthy, T. Mitchell, J. Moore, A. Morrissey, J. Pittle, K. Quina, T. Watson, P. Witham

The meeting was called to order at 3:00pm.

- I. The minutes of the October 12, 2000 meeting were approved.
- II. The Council discussed the revised Transmittal Forms. Item 19 is titled "Outreach Activity" the "Instructions for Completing" needs to have a definition of "outreach" therefore PI's can determine if they need to check off the "outreach box." Deborah Grossman-Garber asked if there is a way to determine a percentage of outreach. Sara Hickox stated that it depends on the project – some are 100% others are only portions of a project. Melissa McCarthy stated that her office receives the Transmittal Forms with the proposals from Sponsored Projects when "outreach activity" is checked off. She then receives the monthly report and cross-references the awards with the proposals before putting the Outreach information into the Outreach Database and Website. The Council discussed easier ways of getting the information. Then calling the PI's and asking what percentage of their program is "outreach" along with other pertinent information regarding the program. Patrick Logan asked "What percentage of the Research dollars is concerned with outreach?" Sara added that with Land-grant and Sea-grant if you are trying to get state dollars you need to know who the beneficiaries are. Ames Colt pointed out the lack of instruction for "box 19" of the Transmittal Form. Action Item: fix "Instruction for Completing ... Transmittal Form" box label and definition.
- III. The Council discussed how to get fast accurate information regarding research and grant information. "People Soft" will enable better access and information for URI.
- IV. Melissa McCarthy discussed how to change the Promotion and Tenure form to include "outreach" in evaluations. It would have to be approved by the AUP and the Provost. The Council discussed sections of the Promotion and Tenure form which related to Extension and how to make it inclusive of outreach as a whole to the University. Action Item: Janett will check with the Provost and Council of Deans on making changes
- V. Melissa discussed how to put information regarding the Council for Outreach into the University Manual. Action Item: Melissa will write a description of the Council for the Manual.
- VI. Janett discussed the URI Research and Outreach Strategic Planning Committee preliminary meetings with Kathy Mallon, Ann Morrissey and Abu Bakr. The thirty member Committee will have representation from almost all areas of the University.

The meeting adjourned at 4:00PM.