

**Minutes of the Meeting of the Faculty Delegate Assembly
April 29, 2009**

1:10-3:00 PM in room 1203 HE

1. Call to order: FDA President Jason Young called the meeting to order at 1:18.

2. Approval of the minutes of March 18, 2009. The minutes will be distributed at the September FDA meeting.

3. Exec Committee Report. Professor Doyle presented it. The main points were:

* Update on proposed changes to PSC-CUNY Research Award program:

The University Faculty Senate voted against the plan in late March.

The proposal:

Currently the process is peer reviewed within each discipline. CUNY is looking to streamline the program. Rather than review applications within disciplines, the proposal would then done on the campuses. Each campus would be allocated a certain amount of money. Last year \$77,000 went to pay reviewers from outside of CUNY. If the reviewing were all done on the campuses, CUNY could save this money, which could go directly to grants instead.

The chancellor supports the proposal. He has also urged that there be fewer, larger, and thus more competitive grants.

* Planning for FDA and University Faculty Senate elections. Professor Young will put out a call for campus-wide nominees.

Professor Michael Fisher, the FDA's adjunct representative, will be leaving at the end of the year. We will thus be looking for a new adjunct representative for the Executive Committee for next year.

4. Professor Young provided the following updates.

* The CUNY Board of Trustees has met and approved the Hunter MFA in playwriting.

* There are 30% more transfers at Hunter this year than last.

* CUNY expects to set a new enrollment record. The previous record was set in 1973.

* The CUNY Board has affirmed that new full time faculty will continue to be hired.

* Faculty Governance Committee. This is a CUNY wide committee that typically meets with the Chancellor. It consists of all of the Senate chairs along with the president of the FDA at Hunter. The most recent meeting will be with the chancellor and the president of the NY City Council, Deborah Glick. Professor Young intends to ask about current teaching loads, which can't be sustained given the research requirements. He also appealed to faculty for questions that he might raise. Faculty can send their questions to fda@hunter.cuny.edu.

5. Brief summary of Middle States review issues.

Hunter has successfully met all 14 standards of the Middle States accreditation. However, the Middle States team pointed out how short-staffed Hunter is relative to its number of students.

6. Faculty Forum: How do we get our research done: Part 2

A. Insights and practical tips from two of our successful research colleagues.

* Professor Shirley Cohen of Special Education spoke first.

Professor Cohen discussed her strategies, while disclaiming any expertise in grant getting. She has been working on autism since 1994, when parents began to call her to ask about teachers to work with their autistic children.

She offered several recommendations. Among them were:

1. Take a look at recently funded grant applications in your field.
2. Don't disdain relevant grant money, even the amount is small.
3. Work to build and then sustain your reputation. In other words, do what you said you would do and do it well.
4. Don't burn any bridges. People you meet now could be helpful later.

*Professor Patricia Woodard of the library spoke next.

Professor Woodard explained how puzzled she initially was about how to get research grants in her field, 19th century cultural history. She soon found that a PSC CUNY research grant was an effective way to get money for those who work in under-funded areas. She urged those who haven't applied for a PSC-CUNY grant to do so. She concluded by thanking Mr. Buckley and Ms. Rivera of Hunter's Research Administration Office for the invaluable assistance that they have offered her in getting her grant.

Mr. Buckley pointed out that being a grant reviewer is a good way to learn how to write a good proposal, as well as an effective way to network.

Professor Young added that being a reviewer for anything, for instance conferences or poster sessions, can help. He also recommended looking for funding sources referred to in peer-reviewed articles.

Professor Guzzetta recommended finding out where the money is first and then pursuing a funded topic.

B. Professor Young introduced Robert Buckley, Carolyn Julien, and Annmarie Rivera of Research Administration.

* Mr. Buckley

spoke about some aspects of effective grant application.

He recommended some online sources, for instance, the Foundation Directory. However, he reminded faculty that, if they identify a foundation, they have to clear their grant application with Research Administration. This is to avoid duplicate applications. It's also extremely important that applicants read the grant application's guidelines carefully. Each grant has its own set of guidelines.

Research Administration holds workshops on grant funding. The next will be on May 12.

Government grants all have to be submitted through the portal, grants.gov. This site is often busy, so faculty need to get their applications in well before their deadlines. Ms. Julien added that, if applications have any mistakes, they are sent back to Hunter, thus delaying the application.

* Ms. Rivera distributed and discussed the Score Submission handout. She also mentioned that each grant applicant will have a liaison in Research Administration.

* Ms. Julien offered some advice for applicants.

1. Look at the guidelines of your applications as soon as possible.
2. Don't register for grants.gov; Hunter is already registered.
3. Back up everything. You won't be able to send large files.
4. Be aware of the timelines issued by Research Administration.
5. When you submit your application to Research Administration, it has to be error-free.

* Mr. Buckley added the following to Ms. Julien's list.

6. Make an appointment with him about budgeting.
7. If your application says one grant per institution, then check with Research Administration to make sure that no one else at Hunter has applied.
8. Research Administration doesn't have the personnel to handle several people coming in at the last minute, so plan ahead.
9. All grants.gov submissions have to be in pdf.
10. Please label files as clearly as possible.

Professor Young adjourned the meeting at 2:45.

Respectfully submitted,

Tony Doyle

FDA Secretary