Western Connecticut State University  
Research & Development Committee  

Annual Report to the University Senate 2010-2011  

Prepared by: George F. Kain, Chairman  
Date of Submission: April 29, 2011  

I. Committee Members/Representing:  
Nancy Heilbronner (PS)  
Carina Bandhauer (A&S)  
Maribeth Griffin (Housing- selected by the committee)  
Genevieve Innes (L/C/C)  
Ruth Gyure, appointed by the Provost  
Thomas Philbrick appointed by the Provost  
George Kain (A), Chairman  
No representative from VPA  

Support services provided by Theresa Buzaid and Michelle Ramey, Administrative Assistants/Office of the Provost.  

II. Meetings/Business:  

The Committee met 9 times this academic year— May 20, November 22, December 15, February 7, and May 14, April 4, 12, 19 and a meeting in May (forthcoming) for the following purposes:  

- To elect a chair for the 2011-12 academic year.  
- To examine the bylaws and to respond to needed application form charges.  
- To refine a more objective scoring rubric for evaluating and scoring reassigned time for research applications.  
- To implement a strategy for filling the position of Grants Officer at WCSU. This involved holding several meetings with interim Provost Roy Stewart during the months on March, April and May to devise a plan for regaining this position.  
- On December 15, 2010, the committee received and reviewed 14 proposals from which 98 credits of reassigned time were requested for the 2011-2012 academic year. 3 proposals were declined on merit, and 11 proposals were recommended to the Provost, for a total of 64.5 credits awarded, the same amount of reassigned time contractually allocated last year.  

The main focus for the coming year will be efforts to continue plans for filling the vacant position of Grants Officer at WCSU. This is viewed as a vital mission of the committee and for WCSU. The committee will then continue making changes to the application form as well as other substantive changes this coming year, some of which will require University Senate approval.