

**SHIPPENSBURG UNIVERSITY
CENTER FOR FACULTY EXCELLENCE IN SCHOLARSHIP AND TEACHING
GRANTS ADMINISTRATION**

ANNUAL REPORT 2019-2020

Introduction

The CFEST Grants Administration Committee, under the direction of the Provost, provides opportunities for professional development for all full-time, tenured and tenure-track SU faculty. Committee membership for 2019-2020 is shown in Table 1. Funds to support these activities are provided by the University operating budget and the SU Foundation (Table 2). In 2019-2020, the academic deans continued to provide \$3,000 to support conference travel for faculty accompanying SU students who had been awarded Undergraduate Research (UGR) grants. The new funds for the 2019-2020 academic year was \$126,512 (the same level since 2015-2016) and \$9,301 carried over from previous year. Faculty participation was down significantly due to the ban on travel in response to the Covid 19 pandemic.

**Table 1
CFEST Grants Administration Committee, 2019-2020.**

Paul Taylor, Director	Mathematics
Nicole Hill	Dean, College of Education and Human Services
John Kooti	Dean, College of Business
James Mike	Dean, College of Arts & Sciences
Andrea Barrick	Social Work & Gerontology
Sangkook Lee	Computer Science & Engineering
Kate McGivney	Mathematics
Amir Amini Sedeh	Management & Marketing
Chris Wonders	Executive Director, Institute for Public Service / Sponsored Programs

Table 2
Sources of CFEST Grants Administration Funding, 2017-2018.

Funding Source	Amount
SU Provost's Office	\$83,512
SU Foundation	\$40,000
College Deans' contribution to support faculty-student co-presentations (travel)	\$3,000
Reserve funds remaining from previous CFEST budgets	\$9,301
TOTAL	\$135,813

2019-2020 Committee activities

CFEST Grants Administration became a part of CETL – Center for Excellence in Teaching and Learning. Gradually, the label CFEST will be phased out and replaced by CETL.

In 2019-2020, CFEST Grants Administration continued to use InfoReady to accept and process applications online. The faculty have generally adjusted to using InfoReady, with only a few isolated issues. CFEST manages three different granting programs to support faculty development: the Travel Grant, Faculty Teaching and Continued Education (FTCE), and Faculty Professional Development Council (FPDC) programs.

Travel Grants - Travel Grants are to support presentations of a paper/poster, required attendance as an elected association officer, or to organize a conference or conference session. The award level was maintained at \$1000, the same level since 2016-2017.

The faculty travel portion of the UGR program continued to be part of the CFEST Travel program. Faculty could apply for \$400 in addition to their standard \$1000 limit. Faculty mentoring a UGR grant recipient did not need to be presenting themselves to be eligible for funds (in previous years, the faculty member needed to also be presenting). The \$3000 contributed by the deans was earmarked for this new program.

Faculty Training and Continued Education (FTCE) – The FTCE program supports attendance at workshops or other types of intensive training. Supported projects include both training to expand scholarship opportunities and training to enable to methods or areas of teaching. New funding limits of \$1500 per award and \$10,000 total for the program were introduced to manage the lower budget.

Faculty Professional Development Council (FPDC) – FPDC is primarily a PASSHE administered grant program funded through the APSCUF faculty contract. A new contract was approved during 2019-2020, but not sufficiently early for a PASSHE FPDC competition. CFEST still administered a competition using PASSHE FPDC guidelines, funded by \$10,000 set aside from the CFEST budget. In light of the drop in travel expenditures due to Covid 19, CFEST was able to divert additional funds to FPDC grants.

New Faculty Orientation - An orientation workshop for new faculty was conducted in October 2019 to describe professional development opportunities available through CFEST. New faculty

were introduced to CFEST sources of funding for faculty professional development related to: (a) research and teaching, (b) participation in conferences, (c) professional workshops, and (d) preparation of extramural grant proposals.

FPDC workshop and review - A workshop oriented to FPDC proposals was held in November 2019. Members of the CFEST Grants Administration Committee went over the guidelines for the RFPs and the process by which the grant proposals would be evaluated. Faculty members worked individually with Chris Wonders in developing ideas and proposals.

Sub-committees of the CFEST Grants Administration reviewed Travel Grant and FTCE proposals on a monthly basis. The full committee met in March to evaluate FPDC applications.

Council of Trustees (COT) - CFEST also worked cooperatively on the Council of Trustees Presidential Faculty Development Grant program. This program provides grants of up to \$1,000 in each of the University academic divisions. Tenure-track faculty in their first or second year are eligible. CFEST managed the RFP and reviewed the proposals, making funding recommendations to the President. We encourage the President and the COT to expand on this important program to include more and/or larger awards as new faculty appointments have increased in recent years.

CFEST Grants Administration support provided during 2019-2020

During 2019-2020, the CFEST Grants Administration awarded \$99,502 to support a range of professional development activities (Table 3). The number of awards was down significantly due to travel restrictions related to the Covid 19 pandemic. Most conferences and in-person workshops were cancelled. The conferences which were not cancelled were held virtually, requiring less financial support. CFEST continued to fund registration fees for virtual conferences through the travel program. CFEST redirected some of the excess travel funds to fund more FPDC projects than in previous years. The travel restrictions are expected to continue through most or all of 2020-2021, resulting in reduced travel spending in the next fiscal year as well.

Table 3		
Activities funded by CFEST Grants Administration, 2019-2020.		
Grant Category	Number of Awards	CFEST Funds awarded
Travel Grants	73	\$60,911
UGR Travel Grants	3	\$802
FTCE	2	\$2,015
Payments for Grants Awarded in 2018-2019		\$35,744
FPDC (payments to be made in 2020-2021)	4	(\$18,899)
Total CFEST Grant Support for 2019-2020	81	\$99,502

Issues and Recommendations

Travel Grants

1. The Faculty UGR mentor travel support continues to be very lightly used. This is despite the program being changed to no longer require the faculty member themselves to present to qualify for support. CFEST must consider how to encourage faculty to support student research travel.
2. Most of the conferences from April 2020 through the end of the fiscal year were cancelled, and faculty travel was banned.

FTCE Grants

1. The FTCE program continues to receive very few applications. CFEST needs to consider how to improve faculty awareness of the FTCE program.

FPDC

1. There was no PASSHE FPDC program due to the faculty collective bargaining agreement being ratified too late. CFEST funded more projects internally than normal, redirecting funds from travel.

COT

1. Applications were moved to Fall in the hopes that new faculty would be more prepared to submit a proposal with one full year and subsequent summer of experience. This did not result in improved applications.

Recommendations

2019-2020 was a very unusual year with Covid 19 disrupting most of the activities supported by CFEST Grants. This disruption is expected to continue through 2020-2021. CFEST Grants will attempt to find ways to support faculty professional development that work within the restrictions required to combat the pandemic.

Finding applicants for the COT program continues to be a challenge. CFEST Grants is attempting to have the COT funds included in its regular budget so that the application timeline is more predictable.