

Annual Report for the Lectures Committee, 2016-17

Chair: Emma Lipton (Associate Professor, English Department)

Members: Moises Arce (Professor, Political Science), Beth Brendler (Assistant Professor, Information Science & Learning Technologies), Carl Stacy (Assistant Professor, Clinical Pathology & Anatomic Pathology), Victoria Vieira-Potter (Assistant Professor, Nutrition and Exercise Physiology), Elisabeth Key (Assistant Dean of Law, Career Development & Student Services), Barbara Wills (Business Support Specialist Sr., Conference Office/CE), Linda Cupp (ex officio, retiree)

Administrative Assistant: Michelle Marsden

For the first time, the Lectures Committee was charged with the task of reviewing applications not only for Standard Lectures Applications (for which the maximum award was raised from \$500 to \$750) but also for the Chancellor's Distinguished Visitors Program (maximum award \$5000). The committee worked over the course of the academic year to review incoming applications and develop procedures appropriate to our new charge. We met once before the first submission deadline to establish procedures and criteria for evaluating applications and four subsequent times, once for each of the application deadlines. During the year, and especially in the last meeting of the semester, we reviewed our application evaluation procedures and revised the application form to bring it up-to-date. We created a "Dropbox" to share the evaluations of funded events with the members of the Lectures Committee; previously, the evaluations had been kept as hard copies by the Administrative Assistant.

In contrast to previous Lectures Committees, which only met in person only once a year and conducted other business via email, this committee met in person approximately ten days after each of the four deadlines for 1 ½ hours. Before each meeting, committee members provided the Administrative Assistant with a non-binding rating of 1-4 for each of the applications, with 4 being the best rating. In the meeting, the Administrative Assistant provided committee members with a chart summarizing ratings for the relevant deadline. The sum of each committee member's ratings for each application was used as a starting point for discussion. When an application had a strong total rating, we discussed that application more quickly, if at all (and mostly to norm criteria for decisions about funding allocation). This allowed us to focus our discussion time on the applications that had lower ratings (and/or more disparate rankings) and spend less time discussing applications for which there was already broad support from the committee for funding. This helped the meetings to be more efficient.

I am providing a brief summary below of the number of applications for each deadline and the proportion of applications that were fully funded, not funded or partially funded. The committee agreed that passing along this data could help future committees in making judgements about how much funding to allocate in a given quarter, in order to allocate all available funds in a given academic year, but not run out of money before the last deadline. In most cases, we rejected applications either because the department or unit had previously

received lectures funding in the academic year or because there was no evidence of broad campus appeal for the event.

September 1 deadline:

Chancellor's Distinguished Visitors Program (CDVP): 12 applications
outcome: 6 fully funded, 2 partially funded, 3 rejected,
1 transferred to Standard Lectures
Standard Lectures (SL): 6 applications
Outcome: 2 fully funded, 1 transfer from CDVP, 3 rejected

November 1 deadline:

Chancellor's Distinguished Visitors Program (CDVP): 9 applications
outcome: 3 fully funded, 2 partially funded, 2 rejected,
1 transferred to Standard Lectures
Standard Lectures (SL): 6 applications
Outcome: 3 fully funded, 1 partially funded, 1 rejected

February 1 deadline:

Chancellor's Distinguished Visitors Program (CDVP): 2 applications
outcome: 2 fully funded
Standard Lectures (SL): 6 applications
Outcome: 5 fully funded, 1 rejected

April 1 deadline:

Chancellor's Distinguished Visitors Program (CDVP): 3 applications
outcome: 3 fully funded
Standard Lectures (SL): no applications

Annual Budget for 2016-17: CDVP: \$50,000 (amount remaining end of year \$1515)
SL: \$10,000 (amount remaining end of year \$1859)

Throughout the year, committee members were pleased to play a role in supporting the enrichment of culture on our campus. It was a pleasure to chair this committee.

Emma Lipton
Chair, Lectures Committee
Associate Professor of English

May 19, 2017