

WLL Department Meeting
Wednesday, November 4, 2020 | 3:15-5:00 PM | Zoom Meeting

Attendance:

Gina Greco (Leading), D Aleeva, A Alsufieva, C Breedlove, J Ceciliano, J Coleman, C Collenberg-Gonzalez, E Cortez, K Curtin, C de Oliveira, A Dolidon, J Eleweke, C Epplin, N Friedberg, S Fuller, K Godfrey, Y Han, Y Hanoosh, J Holt, I Jaen-Portillo, L Kominz, T Nidever, E Nunez, M Patino-Vega, J Perlmutter, S Roulon, R Sanders, A Sedighi, C Sloan, S Thorne, S Wadley, S Walton, I Warnock, S Watanabe, A Zagarella

Announcements:

- Zoom reception for students: November 18, Will begin with chair welcome for 15 minutes then students only.
- Day of Giving: There is no departmental drive this year, the entire day is for student hardship, way to support students with fees/rent, etc.
- Masks on campus: If you are experiencing issues with students not wearing masks on campus, Gina recommends gently reminding students of [PSU mask policy](#), however, you are not required to say anything to students.
- Update Legionnaires' Disease on campus: Facilities has been flushing the PSU water systems and there hasn't been any Legionnaires Disease discovered since May.
- Course Planning:
 - Sections are starting to receive templates from John based on enrollments/budget projections.
 - This is not a promise that we will get all of these classes.
 - The dean is going to start budget talks with class chairs in December.

Agenda:

Guests from Research and Sponsored Projects:

- pdx.edu/research/sponsored-projects-administration
- The Sponsored Projects Administration (SPA) unit within Research and Graduate Studies (RGS) serves as the central administrative unit at PSU responsible for assisting faculty and staff with activities related to the lifecycle of sponsored project administration. SPA staff provides administrative expertise and professional support to faculty and staff from proposal development and submission, through award negotiation and acceptance on behalf of the University, to award management and closeout.

Guests in attendance:

1. Nicole Braman, Assistant Director of Departmental Research Administration, bramann@pdx.edu, 503-725-8947
2. Ruby Beecham, Departmental Research Administrator, rbeecham@pdx.edu, mostly handles post-awards, things related to buyouts, hires, invoices, contracts, travel reimbursement, personal reimbursements
3. Barbara Stedman, Departmental Research Administrator, bstedman@pdx.edu, assists with any pre-award proposals

4. Mark Peaslee, Departmental Research Administrator, mpeaslee@pdx.edu, handles a mix of pre- and post-award, is WLL's primary post-award contact, assists with any pre-award proposals
5. Michelle Gano, Grants & Agreements Analyst, ganom@pdx.edu, handles invoice payment, financial reporting

Nicole's key points:

- WLL's general contact email address is: spa_wll@pdx.edu
- Nicole, Ruby, Barbara, Mark, and Michelle take care of all things grant related, including helping with proposal development, proposal submission, award process, award management, etc.
- They will be offering faculty trainings on the grant process, timeline unknown.

Proposal Development and Submission Process:

- All Principal Investigators (PIs) should continue to complete and submit the [Notification of Intent to Submit Google Form](#) to indicate their intention to develop a proposal.
- PIs will need to do this at least 3 weeks (15 working days prior to the submission deadline date for SPA. This is an extension of the previous 2-week requirement.
- For exceptional opportunities, faculty may submit an [Exception Request form](#).
- Internal deadlines for proposal materials have been instituted to help manage workload and workflow and to align our procedures with those of other research Universities.
- The penultimate budget, budget justification, and proposal narrative must be submitted to SPA staff five (5) working days prior to the deadline.
- Final approved documents must be submitted to SPA staff two (2) working days before the deadline.

Awards Management and Administration

- Award acceptance/negotiation will be prioritized as follows:
 1. Awards and agreements with Sponsor deadlines
 2. Agreements effective upon signature
 3. Federal awards with full F&A
 4. Initial agreements by receipt date (by Officers); Initial Awards by receipt date (by Analysts)
 5. Funded modifications by receipt date
 6. Non-funded modifications by receipt date
- Budget projections and analysis support from SPA staff will be limited to projects within three months of the project end date; investigators should regularly monitor project budgets and can use the Cognos monthly reports provided by SPA to assist with managing the finances of their sponsored projects.
- SPA may seek extensions from sponsors for certain invoices or financial reports.
- Response and processing times will be longer than usual.
- SPA's ability to accommodate 'urgent' requests will be limited; please plan ahead to the extent possible.

WLL's Internal Tutoring Program:

- pdx.edu/world-languages/tutoring-services
- WLL now offers drop-in tutoring for 100- and 200-level language students online via Zoom
- Steve Thorne is spearheading the program and providing trainings
- Starting with tutoring only for now, then will introduce conversation leaders as they require more training

- Faculty suggestions:
 - Tutors come to classes and introduce themselves
 - Create a package of assignments, sample questions, etc. by language section for training for tutors
 - Let students know they can drop in and just listen to other students asking questions in a 3-4 person group format

WLL Team-Taught Course (Advisory):

- The Pandemics in World Literatures class is going very well
- WLL/Gina will run another course in the spring

Ad Hoc Committees—Respond to Survey:

- The senate is looking for volunteers
- You should have received a survey request to see if you're interested in serving
- These are VERY important committees

Important Dates:

11/18 Advisory

12/2: Dept Meeting

NOTE: Let Gina know if you are considering applying for a sabbatical for 2021-2022. I need to let the dean's office know during budget planning OR IT IS LESS LIKELY THAT CLAS CAN GRANT YOUR SABBATICAL.