

National Space Grant Directors' Meeting
February 28 – March 3, 2007
Coordinators' Session, February 28, 2007

Welcome and introductions by Diane Jeffers (IL) and Monica Bauer (IN).

Budget Call

Diane DeTroye sent out a draft of the 2007 Budget Call in early February with a proposed due date of March 30, 2007. At this time, the states have still not received the final version including funding amounts.

Ellie (TN) raised a concern about the proposed budget due date (March 30) and the CMIS deadline for some states (March 31). She sent an email to Diane D. and Susan Stewart about this tight schedule. She has not yet received a reply. Dorcas (RI) indicated that any change in the due dates would have to have Diane D.'s approval.

Dorcas (RI) noted there is talk about a 15% NASA-wide cut, except for Astrobiology. She didn't think that Space Grant would be affected by this since Space Grant is not part of NASA's regular budget.

Action Item: Request a minimum of a 60-day extension (earliest due date May 31, 2007) for completion of CMIS.

Diane J. (IL) brought up the topic of tracking, as it was stated in the Budget Call. It was mentioned that when calculating minority percentages from reference tables, be sure that you're not counting Asian students in the numbers (but do count Pacific Islanders). Susan (AZ) was concerned that the information requested in the Budget Call seems to grow every year. How can this be better managed? April (ID) recommending tables whenever possible. She said that Katie Pruzan likes tables because they are more concise. Karen (LA) suggested that we request from Diane D./Katie a consistent reporting format. Several points were stated in favor of and against having this kind of template. This led to comments about modifying CMIS to make it more useful to the states (e.g. use it as our Progress Report.) It is important to note that we may have contractual report obligations to Goddard, and Goddard has nothing to do with CMIS. We need to find out what our contracts, as training grants, require. Further discussion and suggestions on this topic can continue on the Coordinators' Web site. Monica (IN) suggested writing the Progress Report based on last year's consortium goals. The report is an overview not a detailed report on every consortium program. Wanda questioned the need for anecdotal information, a new request in the Call.

April (ID) requested clarification on the three-day travel limit for the spring national meeting in Washington DC. The limit is difficult for distant states. Dorcas (RI) added that NASA, and therefore NASA money, cannot be used to support lobbying (our Thursday visit to Capitol Hill). There were several suggestions: use matching funds to pay for travel; modify requirement language to "three days of a meeting" versus "three days of travel"; and moving the banquet to another day.

April (ID) also requested clarification regarding Space Grant fund support of faculty who are not US citizens.

Longitudinal Tracking

Questions to be addressed: Is there consistent reporting across the various states? Who is reporting on what?

There were various responses to these questions: everything is tracked; only if the funding involves \$5k or more; academic year information; calendar year information, etc. Susan (AZ) noted that NASA has given us a baseline and we need to define it based on what we are reporting. Some states are using the Space Grant Foundation tracking system (working with Mark Fischer). Others have access to their university's alumni information. Privacy is a big issue with some universities. There is also confusion on how to avoid duplication in student counts if a student crosses years or is funded more than once.

Communication Goals

The discussion led to talking about keeping coordinators in-the-know, especially new coordinators. For example, Terry (MD) didn't know when he started that there was a Coordinators Group and people that could act as resources for his questions about CMIS and other relevant topics.

Concerns include:

- ◆ Communications to assist in consistency across the program
- ◆ Clear directions
- ◆ Timely communications
- ◆ Importance of coordinator input
- ◆ Resource for postings and answering questions
- ◆ Sharing best practices
- ◆ Knowing of new and retiring coordinators

Suggestions were made to address these concerns:

- ◆ Have a Coordinators' Executive Committee
- ◆ Coordinator mentorship program
- ◆ Coordinator that sits on the Directors' Executive Committee as a liaison. Liaison could then teleconference with the coordinators, by region, to keep them informed. The liaison would provide coordinator perspective on issues brought before the Directors. The directors are not always knowledgeable about the logistics/workings of CMIS, establishing new projects, etc.

It was proposed that we request a coordinator liaison be added to the Directors' Executive Committee. A vote was taken and the proposal passed.

Action Item: An ad hoc committee of coordinators will write a job description for the coordinator liaison position. This will provide support for why such a position is wanted.

Items to consider:

- ◆ How is a person selected for the position? Election? Appointment?
- ◆ What would be the “term of office”?
- ◆ What will be the liaison’s responsibilities to the coordinators? To the directors?

Volunteers to serve on the ad hoc committee: Ellie (TN), April (ID), Wanda (GA), Dorcas (RI), Tehseen (CA), Cory (KS) and Sharon (WI). Sharon will serve as the facilitator. Laura (OH) suggested that James (MN) might also want to serve with this group.

Bonnie read a letter of thanks from Anne Anikis (MD) who retired. Anne appreciated the glass dish that was given to her by the coordinators.

CMIS

Information was reported from Susan Stewart that new fields for longitudinal tracking will be added to CMIS, and that some states have not yet completed last year’s CMIS entry.

Monica (IN) told how she has streamlined her CMIS data entry. She will not give out any money unless the project/program PI has turned in a Statement of Work (SOW). A student is hired to enter the data, then Monica reviews the entries. She also recommended allowing an extra day to make corrections found by Susan S.

Susan S. has also recommended that CMIS entries be carefully reviewed for typos, grammar, etc. Ellie (TN) asked about adding a spell-checker function to CMIS. Clarice (MT) noted that Irene (former coordinator from California) created Word documents (which can be spell- and grammar-checked) that were then cut and pasted into CMIS.

More suggestions for completing CMIS:

- ◆ The project PI is told up-front that reporting is a requirement. The final “installment” for payment is not made until all reporting is complete. (Terry – MD)
- ◆ Make sure that you print out a copy of everything you enter into CMIS for your own records. (Susan – AZ)
- ◆ Sharing what works with other coordinators; i.e., forms. (Dorcas – RI)
- ◆ Enter in all of the NASA money first, then enter in everything else. (Monica – IN)

Karen (LA) asked for a clarification on the 10% rule (deviation from a budget line item). Is there a 10% limit, and 10% of what? This has not been clarified.

Volunteers who will field CMIS and other mentoring questions: Sharon (WI), Dorcas (RI), Monica (IN), Ellie (TN), Carmen (IA), Wanda (GA), Chris (VA), Susan (AZ) and Clara (NH).

*CONTACT INFORMATION FOR EACH COORDINATOR CAN BE FOUND AT:

<http://pc.spacegrant.org/>

Carmen (IA) will implement a new feature on the coordinators’ spreadsheet to sort by region.

Other Business

Chris (VA) noted that Virginia Space Grant is handling the ESMD Internship Program applications. The March 5th deadline for support will probably be extended by a few days.

Karen (LA) is interested in sharing folders for the Capitol Hill visits.

End of session.

NOTE: Many thanks to Debora Nielson (AL) and Carmen Fuchs (IA) for record keeping during the session.

Addendum (see below): email request letter sent to Diane DeTroye and copied to Katie Pruzan and Dorene Jackson

Feb. 28, 2007

Dear Diane,

This morning, the Space Grant Coordinators met. An outcome of the meeting is the following list of requests and questions.

- Due to the very close proximity of the expected budget call and CMIS deadlines for a number of states, we request that the earliest CMIS deadline be set as May 31, 2007.
- We are looking for a more efficient reporting structure to improve SG HQ's reporting requirements to NASA and Congress. Let us know how the SG Consortia coordinators can assist in helping you.
- We need clarification regarding allowable travel expenses (the 3-day limit) to the Washington DC SG meeting. This is of particular concern for those "west of the Mississippi".
- Regarding longitudinal tracking, please define "FY 2006 reporting period" –Is the "FY 2006" referring to federal fiscal year, or each state's program year, etc? In the call, we are asked to report on students "who's funding ended during the FY 2006 reporting period" and then that HQ is interested in "the next step". For many students, the following year is just another year in school. Do you want to know what happens following their graduation? How do we avoid double counting?

If possible, please address these topics during your Friday presentation. If this is not possible, would you please address these topics in writing as soon as possible in order that we can better prepare our reports. Thank you for your consideration of this request.

Space Grant Program Coordinators' Meeting Attendees

Washington, D.C. - 28 FEB 2007

	NAME	ST		NAME	ST
1	Monica Bauer	IN	27	Megan R Hembler	DC
2	Diane Jeffers	IL	28	Eric h Day	DC
3	Sharon Brandt	WI	29	Steve Haug	MO
4	Carmen Fuchs	IA	30	April Christenson	ID
5	Debra Nielson	AL	31	Erica miles	NY
6	Catherine Lanier	OR	32	Madelina Baugher	OK
7	Shirley Campbell	OR	33	Michelle Amuth	OK
8	Marcia Rei R. Sisto	HI	34	Vivian Sun	OK
9	Lorene Stitzer	PA	35	Mayra W. Martinez	PR
10	Sreela Mallick	FL	36	Gobi Cook	NC
11	LAURA STAKO	OH	37	Jaurele Reno	VT
12	Margaret W. Schaff	MS	38	Elie Weiss Rosenbloom	TN
13	Dorcas Metcalf	RI	39	MARK MICOZZI	OK
14	Clara D. ...	NH	40	Seddy Lee	AK
15	Wendy ...	AZ	41	Charice Koby	MT
16	Patti Szczerba	FL	42	Cindy Routh	NV
17	Karen Holland	AR	43	Kristy Isak	WY
18	Sue Harkins	AR	44	Michelle Stark	WY
19	Juan ...	CT	45	Linda Corey	KS
20	Helen Halaris	MA	46	Mary Fink	NE (sub)
21	Bonnie Bryant	mi	47		
22	Terry Teays	MD	48		
23	Chris Carter	VA	49		
24	Nanda Pierson	ga	50		
25	Tehseen Lazzouni	CA	51		
26	Karen Johnson	LA	52		

Susan Brew