

# Undergraduate Research Environment Steering Group (URE)

## PURPOSE:

- Engages students with faculty and staff mentors in meaningful scholarly activities in alignment with the university's definition of scholarship.
- Provides resources and assistance to faculty and students interested in undergraduate research.
- Promotes undergraduate scholarly, creative and research activities across the university community.
- Plans and sponsors activities designed to promote and support undergraduate scholarly, creative and research activities to the university community. Including, but not limited to:
  - Undergraduate Research Experience grants
  - Recognition programs, such as the Heinrichs' Outstanding Undergraduate Research Mentor Award and the Outstanding Undergraduate Scholar Awards
  - Campus activities during National Undergraduate Research Week
  - Night at the Sternberg activity for new faculty and administrators
- Advises the Office of Scholarship and Sponsored Projects regarding appropriate activities to support undergraduate research, creativity and scholarship
- Works toward implementing best practices that support and sustain highly effective undergraduate research environments, as described in Characteristics of Excellence in Undergraduate Research (COEUR).
- Supports and integrates activities with other campus organizations such as the Scholarship Environment Committee, Honor Societies, and Honors College.
- Reviews the evaluations of the initiative and makes recommendations for strategies to enhance activities.

## MEMBERSHIP:

- Chaired by the Director of the Office of Scholarship and Sponsored Projects. The Chairperson shall:
  - administer all business of the committee
  - meet with the Provost as needed to discuss committee issues and transmit information
  - submit an annual report summarizing the committee achievements (part of OSSP Annual Report).
- Ex-officio members
  1. Director of the Office of Scholarship and Sponsored Projects
- Faculty representatives
  2. 1 representative from each college
  3. A librarian
- Other
  4. Student representatives (not counted towards quorum) from the Honors College, Honor Society, KAMS and/or SGA

HOW APPOINTED:	The retiring student representative makes recommendation for incoming student member. Members may self-nominate. Members are appointed by Director of the Office of Scholarship and Sponsored Projects.
ROTATION:	n/a
WHEN APPOINTED:	Members are appointed in the spring.
MEETING FREQUENCY:	The steering group meets as necessary to conduct business, at least twice during each academic semester.
PARLIAMENTARY PROCEDURE	The Steering Group uses a modified version of Robert's Rules. Quorum shall be met when a simple majority, that is 50% of the Steering group plus one, is present. No official decisions are made without a quorum present.