**09-24-2021 Agenda with Minutes for The** [**Herb Innovation Center**](https://www.utoledo.edu/education/centers/herb-innovation-center/PKto12ResourcesforTeachers.html) **Advisory Board Meeting**

**Time:** 10 am – 11 am

\*Blue text indicates minutes/notes

Attendees: Judy Herb, Romulus Durant, Tom Hosler, Sekhar Pindiprolu, Svetlana Beltyukova, Michael Toland

* **Introductions**
  + **Members of the Herb Innovation Center Advisory Board**

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| Judy Herb (JHCOE Alum) | Founder and Benefactor of Herb Innovation Center |
| Romulus Durant, EdD | Superintendent of Toledo Public Schools |
| Tom Hosler, EdD | Superintendent of Perrysburg Public Schools |
| Brian Ashburner, PhD | Associate Dean, College of Natural Sciences and Mathematics |
| Sekhar Pindiprolu, PhD | Professor, Teacher Education faculty representative |
| Svetlana Beltyukova, PhD | Professor, Educational Studies faculty representative |
| Michael Toland, PhD | Executive Director, Herb Innovation Center |

* **Advisory Board**
  + **Function/duties**:
    - Provide strategic advice about planning, oversight, services, resources, grant practices, sustainability, and direction to ensure the center meets its mission
    - Provide referrals for potential collaborators/partners or those needing consultation on a research project
    - Judy noted that advisory board members can help the center by being ambassadors of the center by sharing information about the center with their colleagues, networks, and friends.
  + **Term**
    - Commit to 2 or 3 years with renewal up to 2 years
    - Stagger new members at the end of year 2 (if needed)
  + **Time commitment**
    - 1-hr meetings that occur up to twice each fall and spring term
* **Vision/Mission**
  + Impact the profession of education through innovation
  + All educators and learners realize their full potential
* **Core Goals**
  + Encourage and support research agendas and opportunities for JHCOE faculty
  + Provide research opportunities for JHCOE undergraduate and graduate students
  + Seek out and generate collaborative partnerships with school districts and community agencies
* **Long-Term Goals**
  + Increase the number of grant funds brought in by the JHCOE
  + Establish at least 3 major collaborative research projects with school partners and/or community agencies
  + Promote the center and its work to the point of establishing a national presence and reputation
* **Highlights from FY 21 Center Report and Current Activities/Updates**
  + Formation of advisory board
  + Postdoctoral researcher
  + Undergraduate student research support/opportunities
  + Graduate student research support/opportunities
    - Michael shared Sekhar’s suggestions from another meeting about offering a grant writing course for students. Michael will ask the office of research and sponsored programs (RSP) to share with him what workshops have been offered in the past in terms of grant writing workshops and future plans. He will also reach out to Charlene to about her past experiences when teaching a grant writing course (Grant course RESM 6/8370 - Fundamentals of Grant Writing Course Description from Catalog: This seminar teaches participants about fundamentals of grant writing. Topics covered include: locating sources of funding, writing grants, designing evaluation instruments and administering grants.) He will also reach out to RESM faculty to ask when they last taught a grant writing course.
  + Faculty support
    - Svetlana recommended that the center continue to reach out to faculty to inform them about support through the center, encourage grants submissions, and continue to attend department meetings to keep the center fresh in faculty minds.
    - Svetlana recommended creating a list of common mistakes in current grants, FAQs, and helpful suggestions. Michael will upload this list to the Center’s website once it has been compiled.
  + Grants
    - 23 grant proposals submitted (to date)
      * 7 grants funded, 6 pending, 10 reject (6 are going to be resubmitted or already resubmitted [pending] and 5 in prep
* Other agenda items?
* Thoughts/feedback
  + Judy recommended that the advisory board members and their contact information (email) be included in the center’s report and be listed on the Center’s website. She also suggested that the center make faculty aware that they can contact any board members with questions, comments, suggestions, and/or concerns.
  + Michael will share the FY 2021 report with the advisory board, JHCOE, and post on the center’s website.
* Next meeting is 11-17-2021; 11:00 am - 12:00 pm