

**Quality Education for Minorities (QEM) Network  
Historically Black Colleges and Universities Undergraduate Program (HBCU-UP)  
Leadership Development Institute (LDI)  
Session II**

**Embassy Suites Airport Hotel • Atlanta, GA  
February 5-6, 2010**

**AGENDA**

Purpose: To provide feedback to LDI members on their draft STEM proposals; discuss their summer research appointments; and address other topics relevant to STEM junior faculty

**FRIDAY, FEBRUARY 5**

**AM**

- 8:00      *Registration and Continental Breakfast*
- 8:30      -*Welcome, Introductions, Review of Session Purpose,  
Meeting Packet, and Agenda*  
-*Review of Contents of a Project Summary and of a Proposal Narrative*  
Shirley McBay, President, QEM Network
- 9:15      *Review of the Contents of a Logic Model*  
J. Arthur Jones, Senior Associate, QEM Network
- 9:30      *Project Timelines and Budgets*  
Fitzgerald Bramwell, Professor, Department of Chemistry  
University of Kentucky, and QEM Consultant
- 10:15     *Break*
- 10:30     *Project Assessment and Evaluation*  
Josephine Davis, Professor, Department of Mathematics and Computer Science  
Fort Valley State University, and QEM Consultant
- 11:00     *NSF's Merit Review Criteria and Proposal Review Process*  
Costello Brown, Senior Associate, QEM Network, and  
Former NSF Division Director
- 11:30     *Concurrent Sessions I: (See names on assignment sheet)*  
Focus: *Feedback on December 1 Proposals Submitted by LDI Members*
- Biological Sciences  
Costello Brown, QEM Network
- Chemistry  
Fitzgerald Bramwell, QEM Consultant
- Mathematics  
J. Arthur Jones, QEM Network
- Computer Sciences  
Wayne Lutters, Associate Professor, Information Systems Department  
University of Maryland, Baltimore County and QEM Consultant
- Social Sciences  
Josephine Davis, QEM Consultant

**PM**

- 12:30      *Lunch*
- 1:15      *Concurrent Sessions II* (see Assignment Sheet)  
(Same locations as Concurrent Sessions I)  
Focus: *Continuation of Feedback and Identification of specific steps each LDI Member should take to finalize his/her proposal*
- 2:30      *Plenary Session*  
Topic: *Individual LDI Members report to the Group on the Next Steps they will take to finalize their proposals*
- 3:15      *Break*
- 3:30      Two Breakout Groups:  
*Group I:* LDI Members with identified summer research appointment sites  
Focus: *Steps that need to be taken in preparation for the appointment*  
Fitzgerald Bramwell, QEM Consultant  
Wayne Lutters, QEM Consultant
- Group II:* LDI Members for whom placements have not been finalized  
Costello Brown, QEM Network  
J. Arthur Jones, QEM Network  
Josephine Davis, QEM Consultant
- 5:00      *Break*
- 6:00      *Working Dinner – Review of the Day’s Activities*

**Overnight Assignment: LDI members are to work on proposal timelines and initial budgets**

## **SATURDAY, FEBRUARY 6**

### **AM**

- 8:00 *Continental Breakfast*
- 8:30 *Concurrent Sessions III* (same locations as previous Concurrent Sessions)  
Focus: LDI Members discuss their proposal timelines and initial budgets
- 9:45 *Plenary Session*  
Topic: *Workplace Negotiating Skills (Teaching Loads, Promotion, and Tenure)*  
Fitzgerald Bramwell, QEM Consultant
- 10:15 *Break*
- 10:30 *Plenary Session*  
Topic: *Student Mentoring Strategies*  
Josephine Davis, QEM Consultant
- 11:00 *Plenary Session*  
Topic: *Effective Strategies for Preparing Students for STEM Graduate Study/the Workplace*  
Wayne Lutters, QEM Consultant
- 11:30 *Plenary Session*  
Topic: *Potential NSF Programs to which LDI Members Might Submit their Proposals*  
Costello Brown and Shirley McBay, QEM Network

### **PM**

- 12:30 *Lunch*
- 1:15 *Plenary Session*  
Topic: *Expectations During Summer Research Appointments:  
Deliverables and Professional Conduct*  
Costello Brown, QEM Network
- 1:45 Overview of Session III, August 2-6, 2010, Arlington, VA  
Shirley McBay, QEM Network
- 2:00 *Summary Comments from QEM Consultants and Staff and LDI Members*
- 2:30 *Plenary Session*  
Focus: *How to Use NSF's FastLane for Submission of Proposals*  
Evelyn Baisey-Thomas, Computer and Information Specialist  
Office of Information and Resource Management, NSF (retired) and  
QEM Consultant
- 4:00 *Adjournment*