

Psycho Philes

University of Houston Department of Psychology
A Newsletter for Faculty, Students, and Staff

Issue 97:2

February 1997

Reminders

- ☞ Feb. 26: Faculty Senate pay raise questionnaire due in Dean's office.
- ☞ Feb. 26: 11:00 a.m. Executive committee meeting, I/O Library.
- ☞ Mar. 7: Deadline for submissions to the Committee for the Protection of Human Subjects.
- ☞ Mar. 14: Faculty merit review activity reports are due in main office. Remember to provide an updated vitae.
- ☞ Mar. 19: 3:00 p.m. Faculty meeting, 135 Heyne.
- ☞ Mar. 24-29: Spring Holidays. Dept. will be closed Mar. 28.
- ☞ Apr. 2: Last day to drop a course or withdraw from classes.
- ☞ April 18-20: Frontier Fiesta Days.
- ☞ April 23: Thesis and dissertation due in Dean's office.

For Your Information

❖ Two New Travel Agencies

Auxiliary Services announced the addition of two new travel agencies under the State of Texas Travel Management Program: The All Seasons Travel Group, 713/622-8700; and VIP Supertravel, 713/920-7150. Atlas Travel, 713/407-9660, continues to be an approved vendor. Having the ability to choose between several agencies should help reduce the frustration many faculty and staff experience when trying to work with Atlas Travel. So far, we have had good responses from both All Seasons and VIP Supertravel in booking travel.

❖ SAS and SPSS Updates

CD production for SAS has begun. The department has received one CD for SAS 6.12, individual orders should be filled this week. For faculty and staff who purchased a CD and want to load the program ASAP, please contact Mani. If you want to purchase a CD, the cost is \$35. SAS on diskettes are not yet available and will be pricey, around \$150. Cost for the SPSS license is \$95. SPSS is not available on CD. Diskette production will begin this week.

❖ College of Social Sciences Teaching Excellence Award

Faculty and students are asked to nominate faculty members for the College of Social Sciences Teaching Excellence Award. This award serves as a symbol of quality and excellence on the part of faculty. The award carries a \$500 increment to the awardee's salary. Criteria for nomination include: full-time tenure track position in department for a period of at least 3 years; demonstrated excellence in all areas of faculty responsibility, as well as outstanding classroom performance; acting dean, associate dean, department chair or members of the selection committee are not eligible; and the nominee cannot have previously received this award in the last five years. Nomination materials are located in the department and college academic offices.

❖ Annual Staff Performance Appraisals

All regular staff employees who have completed their probationary period of employment must receive a formal performance appraisal of employment. Appraisals are also needed on file in Human Resources (HR) for an employee to be eligible for merit considerations. Appraisal forms and instructions will be sent to supervisors during the week of February 17. Completed appraisals are due in the main office no later than March 27. HR will provide a short training sessions for supervisors on March 5 at 2:00 p.m. in the Kiva, Farish Hall.

❖ I/O Faculty Candidates Interviewed

Two I/O faculty candidates were brought in for interviews recently. They were: Chet Robie from Bowling Green State University and Reagan Brown

from Virginia Polytechnic Institute and State University. Both the clinical and social programs are still reviewing applicants for their vacancies.

❖ **New Account Reporting & Reconciling Program for the Department**

Mary Ordonez and Mani Kuffel have been testing different account reporting programs over the past several weeks. The goal has been to find a program that allows for easy, flexible, and automated account reporting and would replace the current Excel spreadsheet used to enter transactions and reconcile accounts. There are a number of excellent programs available on the market. Mani and Mary have settled on Quicken 6.0. It is a simple, checkbook looking program, that provides a number of useful reports at the touch of a button. Many faculty and staff may already be familiar with this program for home use. The program has been adapted to fit the department reporting needs and to emulate FRS reporting. Several research projects have acted as testers and received reports generated on the new system. So far, accounts balance, and reviews are favorable. The main office will be moving all accounts over to the new program during the next two months.

❖ **IDC Accounts**

Most of the new IDC accounts have been established. Mary Ordonez is working hard to provide the latest budget balances for the new accounts. Please be patient. Your accounts will be loaded soon.

❖ **College Staff Meeting and Excellence Awards**

The college is establishing a regular college-wide meeting for all staff. These college meetings will be held at regular intervals and are intended to provide opportunities for staff from different areas to meet, learn about each other, exchange ideas, discuss common problems and issues, and to share information. It is hoped that the meetings will also provide staff with a sense of college community. Your comments and suggestions in establishing this new staff forum are welcome. The first meeting will be held sometime in March. In order to have a "voice", all psychology staff are strongly encouraged to attend. On the agenda for the first meeting is the development of a college-wide staff excellence award program, similar to the campus staff excellence awards. The meetings should be fun and exciting. See you there!

❖ **Volunteers Needed for Frontier Fiesta**

Volunteers are needed to work with the Social Sciences Alumni Association (SSAA) planning committee in preparation for Frontier Fiesta, April 18-20. SSAA welcomes help from students, student groups, faculty, and staff. Contact Montisha Hines in the Dean's office for more information.

❖ **Women's Career Development Scholarship**

The UH Committee on the Status of Women is providing a scholarship designed to enhance the status of women by providing for resident tuition and fees for one 3-hour course taken at UH central campus during the 1997-98 academic year. Requirements are: 1.) be benefits eligible staff member at the UH central campus; and 2.) have a minimum GPA of 2.5, or meet admission requirements for your college. Deadline for receipt of application is 5:00 p.m. March 3, 1997. Scholarship applications are available from Gretchen McCord Hoffmann: gmhoffmann@uh.edu (ext. 39764) or Julia McKay: jmkay@uh.edu (ext. 32277).

❖ **Opportunities for Non Paid Internships-YMCA**

The YMCA of Greater Houston is looking for a few good interns to staff the youth activities center at the Fort Bend YMCA and to assist with the tutoring program. Interns can be either graduates or undergraduates. During the period of the internship, the YMCA would provide a free, full membership. For more information, contact Denise Errington at 281/499-7446.

❖ **UH/System CFO Search & New Appointment**

Dr. Cybil Todd has been appointed to the position of deputy chancellor, vice president for institutional advancement. She begins March 20. Incoming President A.K. Smith has asked Provost Ivancevich to chair a national search committee for a new chief financial officer.

Psycho Philes is published the 3rd week of each month. Your submissions should be received in the main office by the end of the 2nd week of each month and can be sent to Mani Kuffel at: mkuffel@bayou.uh.edu, or put in the department mail drop box, room 105 Heyne.

All submissions are subject to editing for space and content.

Student and other associated organizations are encouraged to submit items for publication.

From the Academic Office

📁 **1997 Spring Schedule Modifications**

Because of the delay in starting the Spring 1997 semester, please remember the following changes.

- Class days are extended to include Thursday and Friday, May 1 and 2.
- Final exams will be held Monday through Tuesday, May 5-13.

📁 Spring 1997 Commencement

The General University ceremony will be held on Saturday, May 17 from 11:30 a.m. to 1:00 p.m. in Hofheinz Pavilion. The College of Social Sciences ceremony will be held on Saturday, May 17 from 7:30 p.m. to 9:30 p.m. in Hofheinz Pavilion. The college will not hold a reception, but the University Alumni Organization is planning a Commencement Fair to be held after the general commencement. Keepsake cap, gown, and tassel can be purchased from the bookstore's Cap and Gown Center, Monday April 28 through Saturday, May 17. Graduation announcements can be ordered by calling 1-800-433-0296. Barbara Woodward in the Dean's Academic Office will send a letter to all graduating students in March with additional information regarding graduation. Our academic office is still seeking faculty and student volunteers to assist with commencement activities. Please see Tricia if you are interested in helping.

📁 Summer and Fall Class Schedule

The summer and fall class schedule will be available in bookstores on March 28. If you find errors in your class listings, please contact Tricia. She will be able to make on-line corrections up until the start of classes.

📁 Book Your Summer/Fall Class Rooms Early

Faculty are encouraged to book their summer/fall class rooms early with Heather in room 122. Room requests are filled on a first come, first serve basis.

What's New In Research

Dr. Linda Acitelli has been asked to review grant proposals for the NIMH Social and Group Processes Review Committee in Washington D.C., Feb. 20-21.

Dr. Lynn Rehm chaired the meeting of the Board of Directors of Division 12 of APA in Mexico City, January 17 to 19. Dr. Rehm and other board members were hosted by the National Autonomous University of Mexico (UNAM), The Mexican Psychological Society, and the Mexican Society for Behavioral Analysis. During the Saturday banquet, the Mexican guests used the occasion to inaugurate the celebration of the centennial of psychology in Mexico. UNAM presented Dr. Rehm and the other officers with honorary diplomas and silver medallions to commemorate the occasion.

Electronic Version of Public Health Service Grant Forms and Instructions

Rice University has a complete set of electronic PHS forms and information for new and continuing grants. The budget sheets actually total for you—good-by

typewriters and spreadsheet! A menu of forms that can be downloaded is at:

<http://tram.rice.edu/TRAM/forms/index.html>

The application and renewal forms are at:

<http://tram.rice.edu/TRAM/forms/phs.pc.html>

They are available for both Mac and PC users.

OSP Web Site

The Office of Sponsored Programs has a new website at <http://donald.osp.uh.edu/osp>. The website offers information on funding opportunities, travel per diem rates, OSP phone numbers & e-mail addresses, and links to federal and state agencies. The homepage directory is well organized and the site easy to browse. You can look forward to additional information and links being added continuously.

NEW RESEARCH AWARDS

Dr. Joseph P. Carbonari and **Ms. Mary Marden Velasquez**, Sponsor: University of Texas Health Science Center at Houston. Project Title: Enhanced Prenatal Case Management for Low Income Smokers.

Dr. Beth Manke, Sponsor: University of Houston Research Initiation Grant. Project Title: The Interpersonal and Cultural Contexts of Children's Humor.

Dr. Alexander W. Siegel, Sponsor: University of Texas Health Science Center. Project Title: Graduate Training Program for Psychology Developmental Students.

PUBLICATION, POSTERS, PRESENTATIONS, ETC.

● Paul, G.L., Stuve, P., & Cross, J.V. (in press). Real-world inpatient programs: Shedding some light. *Applied & Preventative Psychology: Current Scientific Perspectives*.

● Acitelli, L.K. (in press, April 1997). Sampling couples to understand them: Mixing the theoretical with the practical. Invited program overview for *J. of Social and Personal Relationships*.

● Acitelli, L.K., Veroff, J., and Douvan, E. (in press, June 1997). The changing influence of interpersonal perceptions on marital well-being among black and white couples. *J. of Social and Personal Relationships*.

● Duck, S., West, L. & Acitelli, L.K. (1997). Sewing the field: The tapestry of relationships in life and research. *Handbook of Personal Relationships* (2nd ed.). John Wiley & Sons.

Ask the Expert

Q: What spending restrictions apply to ARP, ATP or HEAF funds?

- A: 1.) No food or drink on state (ARP, ATP, HEAF) accounts.
2.) No advance pay on HEAF.
3.) No travel advance
4.) All printing must be on PO.
5.) No promotional advertising.

Q: I noticed that my account reports show more capital equipment expenditures than I budgeted for in my grant. I bought the equipment I budgeted and it didn't cost more than I had budgeted. What's going on?

A: Capital equipment is defined as having a cost of \$1,000 or more and a useful life of one year or more. Peripherals, licenses, and upgrades (e.g., monitors, memory or hard disk upgrades) that can not be considered "stand alones" are attached to the subcoding of the capital item. Other charges like freight and installation are also subcoded as part of the capital equipment purchase. These extra expenditures become part of the total capital equipment cost. Keep this in mind when you are developing your grant proposal budgets. These additional costs can add up and may effect your budget.

Q: Do I have to fill out a travel advance if I do not plan of asking for any travel reimbursement?

A: Yes, all business travel must be approved in advance to ensure that you are covered under the university's travel accident policy. Full time employees (defined here as 30-hour/wk or more) are insured in the amount of 5 times their annual salary up to \$250,000 when traveling on official university business. Coverage also applies to students who are employed 30 or more hours a week.

Position Opening at UH-Downtown

The Department of Social Sciences at the University of Houston-Downtown invites applications for a tenure-track Assistant Professor position in Psychology beginning Fall, 1997. Applicants must have a doctorate in Psychology and a broad-based knowledge of the discipline. UH-D is particularly interested in someone with the appropriate training and experience to do an excellent job of teaching the following undergraduate courses: Abnormal Psychology, Personality, Psychological Assessment, Adjustment, Statistics, and Research Methods. Applicants must also have established a scholarly research agenda or indicate a strong potential to do so. UH-D is an undergraduate, open-admissions university with a student population of approximately 8,000. Applicants should send a letter of application, vita, and three letters of reference to Dr. Dean A.

Minix, Chair, Department of Social Sciences, University of Houston-Downtown, One Main Street, Houston, TX 77002. UH-D is an affirmative action, equal opportunity employer.



Goodbye again, welcome again, to **Adam Tran**. Adam worked last semester in the main office replacing Nicole Bui on Tuesdays and Thursdays at the front desk. We were able to keep him around after the break for a short period, but all good things do come to an end. Beginning March 1, Adam will move to the shop of **Dr. David Francis** on the second floor. He will take over some of the project research and office administration formerly done by **Penny Kinsella**. Penny is currently training to take over the data management responsibilities of **Priya Rana** who will be moving to Toronto in March.

Claire Cassidy has been hired by the college to write the spring edition of the college newsletter Social Circuit. The college is still seeking photo's for their photo CD collection. Send photos to **Nicole Broyles** in the Dean's office.

Dr. Lynn Rehm is the proud grandpa to **Jackson Hayes Roberts**, born on Jan 25 and weighing in at 8lb 1oz and 20-1/2 inches. Grandpa Rehm reports that daughter **Sarah** and husband **Keith** are most happy.

Congratulations to **Gloria Pereira** and **Mark Park** on the birth of their daughter, **Aliena Maria Park**, born January 14 at 3:12 p.m. Gloria is 1994 Ph.D. graduate of the I/O program.