

## Academic Committee Meeting minutes

9/15/11

1. Call to order:

4pm

2. Roll Call:

Fernando Moreno

Nicholas Yingst

Dulce Marin

Jim Stinecipher

Cynthia Dolan

Kylie Stone

3. New Business:

3.1. Meeting Rules

Fernando requested that the Academic Committee meetings be held in an informal manner.

Approved:

3 Yes

0 No

3.2. Research Grant Process

Fernando requested feedback on any suggestions for changing the Rgrant application or submission process.

Kylie raised the possibility of an appeals process and feedback for denied applications.

A general consensus was reached to not modify the application itself but to allow for an appeals and explanation process after review of applications.

Kylie recommended that the committee request a signature agreement form directly after an application is approved in order to streamline student purchases.

Vote to approve RGrant application as is.

3 yes

0 No

3.3. Application Deadline

Fernando requested feedback on the possibility of changing the application due date.

Cynthia recommended that the current deadline be maintained in order to avoid confusion and to ensure that students can receive funding in adequate time.

Vote to keep current application deadline.

3 Yes

0 No

### 3.4. Application grading rubric

Fernando requested input on the possibility of changing the application grading rubric.

Cynthia recommended that we wait to discuss this item until input can be received from Lauren Smoot. A consensus was reached to delay this item until Lauren could be contacted.

### 3.5. Marketing of Research Grant

Fernando requested input on ideas for increasing visibility of Rgrants.

Nicholas suggested notifying teaching faculty and administrative assistants that the application deadline is approaching and asking college senators to spread RGrant information.

Kylie suggested having information more readily available about the purchasing process online.

Cynthia suggested posting fliers in USU and public campus areas.

## 4. Next meeting items

Finalize grading rubric.

Last year 23k allocated, 17k spent

Request that students notify if not accepting rewarded funds.

## 5. Meeting adjourn

2:30pm

Academic Committee Meeting 9/27/11

Call to order: 3:30pm.

Roll call: Fernando Moreno, Kylie stone, Nicholas Yingst

Approval of Agenda: 2:0

Approval of minutes: 2:0

New Business:

Rgrant Rubric: possibly do interview process to narrow down results. Ask for input on adding this to application process.

Current rubric approved 2:0.

Website updates: Cynthia, bulletin to staff. Keep same rubric.

Availability of funds: Check on when funds are available to students-Fernando.

Oversight of funds & purchased items: Discussed possibility of contract with students declaring that they must return items purchased with RGrant funds. Receive items directly and label as property of ASI. Need storage area.

New Event Discussion: Fernando-workshop for freshmen to provide "survival tips" workshop. Tabling, provide general info about committee activities.

Nick- Introduce freshmen to various majors, provide info.

Kylie- Provide advisor workshops.

Rgrant marketing: Fliers throughout campus. Advertise to faculty.

Funding limit: Do not set formal limit: Approved 2:0

Appeal Process: Write denial letters to applicants. Check on appeal process for students.

Purchasable items: Copy IRA funding guidelines.

Meeting Adjourned 4:01 pm

Academic Committee Minutes 10/28/11

Call to Order: 12 P.M.

Attendance:

Fernando Moreno

Nicholas Yingst

Members of the Public:

Chuck Kralowec

Quorum not met, therefore proceeded with informal discussion of applications.

Discussed possible distribution of funding (wide distribution across projects vs thoroughly funding individual ones).

Discussed treatment of funding for "Incentive" items.

Reiterated that funding does not cover travel or conference fees.

Discussed funding for certain electronics such as laptops.

Adjourn:

1 P.M.

Academic Committee

11/4/11

Call to order : 11:36 AM

Attendance: Members: Fernando Moreno, Dulce Marin, Nicholas Yingst

Public: Chuck Kralowec

Action Item: Review of applications: Finished 3 of 6 binders.

Adjourn: 2pm

Academic Committee

11-8-11

Call to order : 5 PM

Attendance: Members: Fernando Moreno, Dulce Marin, Nicholas Yingst

Public: Chuck Kralowec

Action Item: Review of applications: Completed Review and allocation of funds for Rgrants.

Adjourn