

A2E2 Advisory Committee

The A2E2 Advisory Committee is comprised of five faculty and five students. One faculty from each of the four colleges and the library, according to policies and procedures established by the Committee. The A2E2 Advisory Committee is charged with:

- Determining the policies and procedures by which the A2E2 Advisory Committee will operate.
- Reviewing proposals for implementation of Electronic Text and Rental Services and of Electronic Devices and providing recommendations for initiation of these portions of the A2E2 fees.
- Reviewing recommendations of the relative allocations for the A2E2 funds to each of the four primary A2E2 categories: 1) Enhanced Course Learning (ECL); 2) Enhanced Instructionally Related Activities (EIRA); 3) Instructional and Research Equipment Enhancement (IREE); and 4) University-wide Activities and Programs (UAP).
- Evaluating EIRA proposals that are submitted by the colleges, library and other academic programs and recommending funding for these proposals.
- Reviewing annual reports of activities funded by A2E2 and recommending changes to relative funding levels for the following year.

2012-2013		
Date		
01/30/13	Agenda	Minutes
02/04/13	Agenda	Minutes
02/13/13	Agenda	Minutes
02/18/13	Agenda	Minutes
02/27/13	Agenda	Minutes
03/04/13	Agenda	Minutes
03/13/13	Agenda	Minutes
04/09/13	Agenda	Minutes
04/23/13	Agenda	Minutes
04/30/13	Agenda	Minutes
05/07/13	Agenda	Minutes
05/14/13	Agenda	Minutes
05/21/13	Agenda	Minutes
05/28/13		Minutes
06/04/13	Agenda	

A2E2 Advisory Committee

January 30, 2013 11:00 am to 12:00 pm SA 4600A

Agenda

1. Introductions
2. Election of Chair
3. Call for 2013-14 EIRA proposals
4. Call for reports on funded 2012-13 EIRA proposals
5. Bylaws
6. Meeting schedule for winter quarter

Monday, February 4
Wednesday, February 13
Monday, February 18
Wednesday, February 27
Monday, March 4
Wednesday, March 13
Monday, March 18

A2E2 Advisory Committee

February 4, 2013 11:00 am to 12:00 pm SA 2300B

Agenda

1. Approval of the agenda
2. Approval of the minutes from 1/18/13

Old Business

3. Call for 2013-14 EIRA proposals
4. Call for reports on funded 2012-13 EIRA proposals
5. Bylaws

New Business

6. Mid-year funding for Pioneer

Next meeting: February 13, 2013 11:00-12:00 SA 4600A

A2E2 Advisory Committee

February 13, 2013 11:00 am to 12:00 pm SA 4600A

Agenda

1. Approval of the agenda
2. Approval of the minutes from 2/4/13

Old Business

3. Mid-year reports (Opp)
4. Student representation (Watnik)
5. Policies and Procedures

New Business

5. Questions for Provost Houpis at meeting on 2/18/13

Next meeting: February 18, 2013 11:00-12:00 SA 4600A

A2E2 Advisory Committee

February 18, 2013 11:00 am to 12:00 pm SA 4600A

Agenda

1. Approval of the agenda
2. Approval of the minutes from 2/13/13
3. Q & A with Provost Houpis
4. Policies and Procedures

Next meeting: February 27, 2013 11:00-12:00 SA 4600A

A2E2 Advisory Committee

February 27, 2013 11:00 am to 12:00 pm SA 4600A

Agenda

1. Approval of the agenda
2. Approval of the minutes from 2/13/13 and 2/18/13
3. Meeting with Stephanie Flowers re student involvement on committee
4. Policies and Procedures, parts 1, 2, and 3
5. Discussion of call for reports and call for proposals

Next meeting: March 4, 2013 11:00-12:00 SA 4600A

A2E2 Advisory Committee

March 4, 2013 11:00 am to 12:00 pm SA 4600A

Agenda

1. Approval of the agenda
2. Approval of the minutes from 2/27/13
3. Call for reports from 2012-13 and call for proposals for 2013-14
4. Policies and Procedures, parts 7 and 3

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Next meeting: March 13, 2013 11:00-12:00 SA 4600A

A2E2 Advisory Committee

March 13, 2013 11:00 am to 12:00 pm SA 4600A

Agenda

1. Approval of the agenda
2. Approval of the minutes from 3/4/13
3. Call for proposals
4. Call for reports
5. Meeting schedule for spring quarter – please bring your calendars
6. Policies & Procedures, Section 3



CALIFORNIA STATE
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A2E2 Advisory Committee

April 9, 2013 9:00 am to 10:00 pm SA 4600A

Agenda

1. Approval of the agenda
2. Approval of the minutes from 3/13/13
3. Student membership / introductions
4. Extension of deadline for proposals until April 19
5. Policies & Procedures, Section 3
 - a. balance of alternation – elect CEAS and COS in spring 2013



CALIFORNIA STATE
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A2E2 Advisory Committee

April 23, 2013 9:00 am to 10:00 pm SA 4600A

Agenda

1. Approval of the agenda
2. Approval of the minutes from 4/9/13
3. Introductions
4. 2012-13 Reports and 2013-14 Proposals
 - a. review of spreadsheet
 - b. discussion of how to make proposals available



CALIFORNIA STATE
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A2E2 Advisory Committee

April 30, 2013 9:00 am to 9:45 pm SA 4600A

Agenda

1. Approval of the agenda
2. Approval of the minutes from 4/23/13
3. 2012-13 Reports and 2013-14 Proposals
 - a. discuss proposals and prioritization
4. Bylaws Section 3



CALIFORNIA STATE
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A2E2 Advisory Committee

May 7, 2013 9:00 am to 9:45 pm SA 4600A

Agenda

1. Approval of the agenda
2. Approval of the minutes from 4/30/13
3. 2012-13 Reports and 2013-14 Proposals
 - a. discuss proposals and prioritization



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A2E2 Advisory Committee

May 14, 2013 9:00 am to 9:45 pm SA 4600A

Agenda

1. Approval of the agenda
2. Approval of the minutes from 5/7/13
3. Approval of rubric
4. Discussion of answers to questions
5. Adjournment



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A2E2 Advisory Committee

May 21, 2013 9:00 am to 9:45 pm SA 4600A

Agenda

1. Approval of the agenda
2. Approval of the minutes from 5/14/13
3. Discussion of priority list and recommendation to provost
4. Adjournment



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A2E2 Advisory Committee

June 4, 2013 9:00 am to 9:45 pm SA 4600A

Agenda

1. Approval of the agenda
2. Approval of the minutes from 5/21/13, 5/28/13
3. Distribution of funding and recommendation on fee amount for 2013-14
4. Policies and Procedures
5. Adjournment

A2E2 Advisory Committee

January 30, 2013 11:00 am to 12:00 pm SA 4600A

Minutes (amended)

Members present: Jeffra Bussmann, Tamra Donnelly (non-voting), Denise Fleming, Eric Fricke, Ashley Griffin, Chris Moreman, Monse Rueda-Hernandez, Riddhi Sood, Mitch Watnik

Members absent: Mayra De La Cruz, Fatima Omri, Susan Opp (non-voting)

In the absence of Opp, Watnik acted as convener.

1. **Introductions** – members introduced themselves.
2. **Election of Chair** – Fleming nominated and Moreman accepted position of chair, elected by acclamation. Donnelly will act as secretary.
3. **Call for 2013-14 EIRA proposals** – committee reviewed 2012-13 call for proposal, discussed format, and the time table for 13-14 submission. Because the committee was newly formed, last year the call went out in May with a May deadline. Faculty expressed a desire for more time to develop and submit proposals.

Discussion of guidelines for proposals, requirements for submission, allowed and disallowed expenses. Fleming suggested that Moreman invite the Provost to attend a meeting to outline the requirements for EIRA funding.

4. **Call for reports on funded 2012-13 EIRA proposals** – Reports from 2012-13 funded projects are due in spring quarter. A call will be developed for committee review.
5. **Bylaws** – the history of the revised bylaws was outlined. Fleming strongly recommends including a requirement to seat the committee in spring so that an orientation meeting can be held before the end of the academic year, and the committee will be ready to begin meeting in fall quarter. In order to facilitate spring seating, Fleming suggested that the Senate Chair not be an *ex officio* member; colleges would then be able to nominate representatives prior to the Senate officer election. Watnik proposed the document be titled policies and procedures, rather than bylaws.
6. **Meeting schedule for winter quarter** – the following dates were approved. Donnelly will schedule a meeting room and send information to committee members.

Monday, February 4
Wednesday, February 13
Monday, February 18
Wednesday, February 27
Monday, March 4
Wednesday, March 13

Respectfully submitted,

Tamra Donnelly, Secretary

A2E2 Advisory Committee

February 4, 2013 11:00 am to 12:00 pm SA 2300B

Minutes

Members present: Jeffra Bussmann, Tamra Donnelly (non-voting), Denise Fleming, Eric Fricke, Chris Moreman, Susan Opp (non-voting), Monse Rueda-Hernandez, Riddhi Sood, Mitch Watnik

Members absent: Mayra De La Cruz, Ashley Griffin, Fatima Omri

1. **Approval of the agenda** – M/S/P (Sood/Watnik)
2. **Approval of the minutes of 1/18/13** – M/S (Watnik/Sood) approved as amended.
3. **Call for 2013-14 EIRA proposals** – Moreman stated that the Provost has been invited to attend the next meeting [please note, the Provost is scheduled to attend on Monday, February 18; the next meeting is Wednesday, February 13]. At that time the committee may ask questions that will inform the call for EIRA proposals for 2013-14. Some suggested topics:
 - Requirements for proposals – outcomes? assessment?
 - What are the specific guidelines for what can be funded?
 - Are there specific items that cannot be funded?
 - Last year's committee excluded field trips, equipment, and speakers. Are these restrictions to be kept in place?
 - student alternates in case of need for a quorum vote
4. **Call for reports on funded 2012-13 EIRA proposals** – Opp provided some procedural history. The A2E2 program accounts (in the common financial system, or CFS) were not set up until late fall 2012. Some programs spent funds before the accounts were established, so it would be good to first request that any budget transfers are made to reflect any A2E2 expenditures made from alternate accounts. After that programs can be asked to submit a budget report. Opp and Donnelly will meet with Carol Reese, Senior Director of Academic Resources, to review the status of A2E2 program accounts and see what other information should be requested from the program. This information will be used to develop the annual report on A2E2 funds that will be provided to students in particular, and the university community at large.

Moreman, using Philosophy only as an example, asked how to ensure that all students benefit from A2E2 fees. Fleming suggested that it is not the duty of the committee to distribute funds equally, but to assess the proposals submitted by faculty. Meritorious proposals will be considered without bias, but will not be solicited in order to equalize distribution across all students. It is the responsibility of faculty to create avenues of distribution.
5. **Bylaws** – The committee agreed that Policies and Procedures is the appropriate name for the document. Watnik brought up the position of committee secretary, suggested that it needs to be defined. The duties of the chair were discussed, and whether or not the chair or the convener should send out the agenda for review. The definition of quorum was discussed. If a quorum were to require at least three students, it might be difficult to ever

approve any proposals in light of the fact that the students on the committee this year have not had regular attendance. In fact, there were only two in attendance at today's meeting. Fleming strongly recommends that a quorum include at least three students, since this is student fee money.

Watnik recommended setting a firm meeting day/time, perhaps Monday at 11:00, so that students will know ahead of time whether their schedules will permit attendance. Opp pointed out that faculty have more flexibility in scheduling, students must abide by the class schedule. This led to a discussion of student alternates. Watnik will address meeting attendance and alternates with ASI President. The Provost will be asked to discuss when he attends on 2/18/2013. Discussion of attendance requirement to remain on the committee included the Senate policy that if a senator misses three meetings in a quarter he/she will be asked to resign.

6. **Mid-year funding for Pioneer** – Opp provided a history of the move from IRA to EIRA funding. IRA funds could be rolled over year to year, so a surplus developed, which was used for the “Championship Fund.” If a sports team made it to a championship, the IRA funds were allocated mid-year to support the trip. At that time, there was no separate Athletic Fee. A2E2 funds must be spent in the current year, to support the students from whom the fee was collected. It comes from student fees for summer through spring enrollments, so in the fall it is based on an estimated enrollment for the entire academic year. There was a surplus from the IRA funds in fall 2012, so more funds were allocated than were projected.

At this point, the committee does not know what if any funds are available for mid-year distribution. Before any decision can be made it would be beneficial to review mid-year reports from the funded programs, review expected fee revenues, and solicit a public call for mid-year proposals.

Meeting adjourned at 12:02 pm.

Respectfully submitted,

Tamra Donnelly, Secretary

A2E2 Advisory Committee

February 13, 2013 11:00 am to 12:00 pm SA 4600A

Minutes

Members present: Tamra Donnelly (non-voting), Ashley Griffin, Chris Moreman, Susan Opp (non-voting), Monse Rueda-Hernandez, Riddhi Sood, Mitch Watnik

Members absent: Jeffra Bussmann, Denise Fleming, Eric Fricke, Mayra De La Cruz, Fatima Omri

Meeting called to order at 11:27 when a quorum arrived.

- 1. Approval of the agenda** – M/S/P (Sood/Griffin)
- 2. Approval of the minutes of 2/4/13** – M/S/P (Watnik/Sood)
- 3. Mid-year reports** – Opp presented an overview of the role of the A2E2 Advisory Committee in making recommendations on how funds are allocated. She outlined the four areas that are funded: ECL, IREE, UAP, and EIRA. This committee is responsible for recommending the percent of funds to each area, and for making specific recommendations on EIRA requests. Sood suggested that in order to make an informed decision, the committee should request reports on how each area of funding has been used. The Provost will be asked for reports on ECL and IREE. The A2E2-UAP Subcommittee will submit a report on UAP projects, and reports from EIRA projects will be requested by the committee. Opp will draft a request for reports so that Moreman can send.
- 4. Student representation** – Watnik contacted ASI President Chang to request two more student appointees to the committee. Rueda-Hernandez expressed concern that student appointees have not attended meetings. Until there are committee policies and procedures in place there is no mechanism from removing them from the committee. Student members will contact Chang to discuss student representation.
- 5. Policies and Procedures** – Moreman recommended breaking the Policies and Procedures into sections to address at the next five meetings. It was agreed that two sections would be placed on the next agenda (preamble and section 1), with another section at the end of the agenda time permitting. The committee goal is to complete the Policies and Procedures by the end of winter quarter.
- 6. Questions for Provost Houpis** – Moreman sent a summary of the questions suggested at the last meeting to the provost. In addition the committee would like to discuss:
 - program reports on funding
 - allocation of percentages of funding to each of the four categories
 - student attendance remuneration

Meeting adjourned at 12:02 pm.

Respectfully submitted,

Tamra Donnelly, Secretary

A2E2 Advisory Committee

February 18, 2013 11:00 am to 12:00 pm SA 4600A

Minutes

Members present: Tamra Donnelly (non-voting), Denise Fleming, Eric Fricke, Chris Moreman, Susan Opp (non-voting), Riddhi Sood, Mitch Watnik

Members absent: Jeffra Bussmann, Ashley Griffin, Mayra De La Cruz, Fatima Omri, Monse Rueda-Hernandez

Meeting called to order at 11:00

Moreman announced that De La Cruz resigned her position on the committee.

1. **Approval of the agenda** – M/S/P (Watnik/Fricke)
2. **Approval of the minutes of 2/4/13** – M/S/P (Watnik/Fricke) to postpone to next meeting
3. **Q & A with Provost Houpis**

Moreman welcomed the provost to the meeting, said there were two areas about which the committee would like to get input from the provost.

1) Student involvement: The student attendance this quarter has been less than adequate. There are some students who have never attended, and some who rarely come. Fleming stated that this is not the committee's problem, that ASI needs to address it. However, if students do not attend and if a quorum is not met, the committee cannot attend to business. Discussion of paying students with A2E2 funds was mentioned but not supported. The provost suggested that with 24 hour notice to the committee chair, a student could request that another student member serve as a proxy.

ASI will be contacted (again) and the urgency of the situation will be made clear.

2) The committee asked for direction from the provost on the committee's charge. Houpis suggested that the committee's first order of business should be to complete the policies and procedures.

Regarding criteria for funding, if a student will receive units, then EIRA funding is not appropriate (could come from ECL). Guest speakers are not excluded from funding, but the proposal needs to be prioritized with all others. Fleming mentioned that proposals have to demonstrate student involvement. Sood questioned whether A2E2 funds should be used to support ASI programs, since ASI has its own funding source. Houpis suggested that A2E2 funds could be requested to leverage other funding, not to replace it.

A discussion of mid-year funding led to the conclusion that there will not be a call for requests. If funds were available, they could be assigned to the next in order proposal that did not receive funding during the initial call. At this time it is not possible to project even if there will be any funds remaining. If there is money to be spent it could be allocated to one time IREE funds so that it is not rolled over. The call for proposals will be updated so that programs know what to expect in terms of mid-year funding.

Houpis would like to see self-promotion as part of the A2E2 charge. Sood volunteered to set up a Facebook page, stated that social media is the best way to reach students. Other members suggested brief videos of events/activities/equipment that have been made possible by A2E2 funding. Sood mentioned how inspirational it is to have modern equipment to work on in lab classes.

Moreman will invite the ASI VP for External Affairs to the next meeting and will contact the other two students who were on the original list of available students to see if they are available to serve through the balance of the year.

Meeting adjourned at 12:03 pm.

Respectfully submitted,

Tamra Donnelly, Secretary

A2E2 Advisory Committee

February 27, 2013 11:00 am to 12:00 pm SA 4600A

Minutes

Members present: Jeffra Bussmann, Tamra Donnelly (non-voting), Denise Fleming, Eric Fricke, Chris Moreman, Susan Opp (non-voting), Monse Rueda-Hernandez, Mitch Watnik

Guests: Jerry Chang, Adiel Dimarucut, Stephanie Flowers, Laurel O'Brien, Seetha Ream-Rao

Meeting called to order at 11:04

Moreman announced that Griffin resigned her position on the committee. Introductions were made.

1. **Approval of the agenda** – M/S/P (Watnik/Bussmann)
2. **Approval of the minutes of 2/13/13** – M/S/P (Fricke/Watnik) (2 abstentions);
Approval of the minutes of 2/18/13 – M/S/P (Rueda-Hernandez/Watnik) (1 abstention)
3. **Student involvement on committee**

Opp reviewed the history of student participation this academic year. There were nine students proposed by ASI, five were appointed by the Provost. After taking into account student and faculty schedules a meeting time was selected. The attendance of some students has been very sporadic, and as of this date three appointed students have resigned.

The committee policies and procedures are being formulated and the committee is concerned that without regular student attendance the suggested quorum would not be attained, so the committee would not be able to conduct any business. ASI President Chang mentioned that ASI plans to seat committees in spring quarter, which should help. There was discussion about alternates and proxy voting and Chang mentioned that proxy voting is not legal for non-profits in California.

There appear to be a number of eligible students interested in serving on the committee for the remainder of the academic year. Some are ASI board members, so they are already confirmed as eligible. Others will be vetted and are expected to be approved. If and when these students have been approved and appointed by the Provost they will become members.

4. **Policies and Procedures, parts 1, 2 and 3** – M/S (Watnik/Fleming) to approve the suggested policies and procedures

1.0 Preamble: After some discussion of Executive Order 1066 and who has final authority, 1.0 was passed as amended:

On October 17, 2011 the California State University, Office of the Chancellor, issued Executive Order 1066, authorizing California State University, East Bay to establish the Academic Access, Enhancement and Excellence (A2E2) Fee. These bylaws establish and define the membership and duties of an advisory board to advise the Provost and President regarding the allocation of A2E2 fee revenues as outlined in that executive order. According to EO 1066 Specifically, “The fee has

been approved to facilitate student retention, success, and workforce development through improved use of technology, enhanced classroom resources, innovative use of high impact programs focused on approaches to increase retention and success of underrepresented students, enhanced teaching, learning and support systems, and required student access to electronic platform-based educational learning materials.” As noted in EO 1066, the A2E2 fee is meant to replace all existing Category III miscellaneous course fees \$50 and less, and to replace the IRA fee, except the portion of the IRA fee dedicated to Division II athletics as of spring quarter 2011. Specifically, “Revenue from this fee will be used for the core purposes of continuing existing miscellaneous course requirements and instructionally-related programs and activities, expanding academic support programs, and funding a required, uniform student learning device. Revenue cannot be used for salaries, benefits, travel, hardware or software for faculty or administrators, or for capital improvement projects.” The A2E2 advisory board is intended to subsume those advisory duties previously under the purview of the Instructionally Related Activities Advisory Board.

2.0 NAME AND DUTIES: In light of changes made to the Preamble, suggestions were made for updates to 2.0, which passed as amended.

2.0 NAME AND DUTIES

2.1 The advisory board shall be known as the Academic Access, Enhancement and Excellence (A2E2) Advisory Board.

2.2 The duties of the Advisory Board shall be:

- a. To serve as the “A2E2 Fee Advisory Committee”, pursuant to Executive Orders 1066.
 - b. To make recommendations to the Provost regarding proportional allocation of A2E2 funds;
 - ~~a. To recommend to the Provost which programs specifically under the Enhanced Instructionally Related Activities (EIRA) should receive monies from these fees;~~
 - c. To serve as the “A2E2 Fee Advisory Committee”, pursuant to Executive Orders 1066 and 1054.
 - d. To devise the criteria by which EIRA funding distribution will be recommended
 - e. To distribute a call for EIRA proposals annually;
 - f. To recommend to the Provost which programs specifically under the Enhanced Instructionally Related Activities (EIRA) should receive funding;
 - ~~b-g. To request and review reports from funded A2E2 programs as necessary to inform the committee’s recommendations.~~
- 2.3 The Advisory Board shall make recommendations to the Provost regarding the amount of the A2E2 Fee for the upcoming academic year:
- ~~a. To the Provost programs to receive A2E2 monies;~~
 - ~~b. To the President and the CFO regarding fee amounts (see EO 1054, Article IV, A, 4).~~

Meeting adjourned at 12:02 pm.

Respectfully submitted,

Tamra Donnelly, Secretary

A2E2 Advisory Committee

March 4, 2013 11:00 am to 12:00 pm SA 4600A

Minutes

Members present: Jeffra Bussmann, Tamra Donnelly (non-voting), Eric Fricke, Chris Moreman, Susan Opp (non-voting), Monse Rueada-Hernandez, Riddhi Sood, Mitch Watnik

Guests: Adiel Dimarucut, Laurel O'Brien, Seetha Ream-Rao

Meeting called to order at 11:04

- 1. Approval of the agenda – M/S/P (Watnik/Fricke)**
- 2. Approval of the minutes of 2/27/13 – M/S/P (Fricke/Bussmann)**
- 3. Call for reports from 2012-13 and call for proposals for 2013-14**

Watnik's comments on the draft were discussed and accepted for inclusion. Further discussion included updating the wording in I. Purpose to enforce that EIRA funds are intended to support learning experiences outside of the classroom. II. Eligibility should clarify that reporting requirements must be met and this will be considered when determining future eligibility. III. Evaluation Criteria will be reorganized. Moreman will revise and distribute updated call for proposals.

- 4. Policies and Procedures, parts 7 and 3**

M/S/P (Watnik/Fricke) to move 7.2 to 7.1 and change "President" to "Provost." Move 7.1 to 7.2. Part 3 continued to next agenda.

Meeting adjourned at 12:01 pm.

Respectfully submitted,

Tamra Donnelly, Secretary

A2E2 Advisory Committee

March 13, 2013 11:00 am to 12:00 pm SA 4600A

Minutes

Members present: Jeffra Bussmann, Tamra Donnelly (non-voting), Eric Fricke, Chris Moreman, Susan Opp (non-voting), Monse Rueada-Hernandez, Riddhi Sood, Mitch Watnik

Guests: Adiel Dimarucut, Laurel O'Brien (by phone)

Members absent: Denise Fleming

Meeting called to order at 11:00

- 1. Approval of the agenda – M/S/P (Sood/Bussmann)**
- 2. Approval of the minutes of 3/4/13 – M/S/P (Sood/Bussmann)**
- 3. Call for proposals from 2012-13 and 4. Call for reports for 2013-14**

The document that was distributed was not appearing correctly, so discussion was difficult. It was agreed that the deadline should be extended to April 12, with no hard deadline for a hard copy signature page. The preferred submission format will be a single pdf file, and scanned signature page will be accepted, although not required. After some rewording the members agreed to review the document online so that it could be distributed in the near future. Discussion of the call for reports was folded into this agenda item, since part of the proposal is a report on past activity. The document should be titled appropriately.

Moreman asked how programs would be able to spend funds that were not distributed in the early part of the fiscal year. Opp pointed out that we run in a deficit for a number of months until the budget is finalized, that it is not unusual to spend funds before receiving the actual allocation. Any program that is awarded funds will be able to incur expenses beginning July 1, 2013.

5. Meeting schedule

Donnelly will distribute Doodle poll to find a mutually agreeable meeting day/time. Members requested an early decision so that they could schedule work hours around the meeting.

6. Policies and Procedures, part 3

Part 3 continued to next agenda.

Meeting adjourned at 12:01 pm.

Respectfully submitted,

Tamra Donnelly, Secretary

A2E2 Advisory Committee

April 9, 2013 9:00 am to 10:00 pm SA 4600A

Minutes

Meeting called to order at 9:05

1. Agenda (M Watnik/S Fricke / P)
2. Minutes (M O'Brien/S Fricke/ P)
 - a. change "Moreman was asked" to "Moreman asked"; also "in to" change to "into"
3. Introductions: Fleming, Watnik, Moreman, Rueda-Hernandez, Bussmann, O'Brien, Dimarucut, Fricke. Ream-Rao is absent due to coming back from Sacramento (Lobby Day). Opp and Donnelly are absent (WASC Conference in San Diego).
4. Moreman noted that one department complained to him that the deadline was problematic since it included Spring Break as part of the time period to develop the proposal. The Advisory Board had consensus not to change the deadline, however.
5. There was discussion about the policies and procedures and Watnik will email the suggested changes to the Chair.
6. Adjournment (M Watnik/S Bussmann/P) 10:01 AM.

Respectfully submitted,

Mitch Watnik, Secretary *pro tem*



A2E2 Advisory Committee

April 23, 2013 9:00 am to 10:00 am SA 4600A

Minutes

Members present: Jeffra Bussmann, Tamra Donnelly (non-voting), Denise Fleming (by phone), Eric Fricke, Rebecca Lewis, Susan Opp (non-voting), Seetha Ream-Rao, Mitch Watnik

Meeting called to order at 9:05.

Mitch Watnik (M/S/P Watnik/Fricke) appointed chair *pro tem*.

1. Approval of the agenda (M/S/P Bussmann/Fricke with change of “pm” to “am”)
2. Approval of the minutes from 4/9/13 (M/S/P Bussman/Fricke)
3. Introductions were made around the table, new member Rebecca Lewis in attendance.
4. 2012-13 Reports and 2013-14 Proposals

a. Opp reviewed the spreadsheet, discussed the source of each column, pointed out that some proposals were not completely funded due to insufficient funds available. There was additional IRA rollover available last year which increased the total available. That money will not be available this year.

The proposal amounts from Music were discussed, particularly with regard to the variation in where expenses were incurred vs. the 2012-13 proposals. Members will review the submitted reports.

Opp pointed out that some of the requests for 2013-14 reflect more than a 100% increase over the 2012-13 funding level. The requests that have been submitted by A2E2 UAP funded programs have also increased substantially. Review of a possible fee increase is within the committee’s purview; any recommendation would be submitted for final approval by the president.

Members asked about alternative funding sources, including the \$7.2M RFP that is expected. The timing of the RFP would make it difficult to coordinate with A2E2 funding decisions.

Bussmann pointed out that the deadline for submission of reports had passed, but due to confusion on what each program was required to report some latitude will be granted.

b. Google Drive will be used to post the reports and proposals, with view only authorization to prevent accidental changes to the documents. In addition, a file will be created for members to record any questions that need to be addressed by the proposers. The files will be identified by the assigned number in order to avoid confusion.

5. Adjourn (M/S Fricke/Lewis)

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A2E2 Advisory Committee

April 30, 2013 9:00 am to 9:45 am SA 4600A

Minutes (amended)

Members present: Jeffra Bussmann, Adiel Dimarucut, Tamra Donnelly (non-voting), Denise Fleming (by phone), Eric Fricke, Ravina Lewis, Chris Moreman, Susan Opp (non-voting), Seetha Ream-Rao, Monse Rueda-Hernandez, Mitch Watnik

Meeting called to order at 9:05.

1. Approval of the agenda (M/S/P Watnik/Bussmann)
2. Approval of the minutes as corrected from 4/23/13 (M/S/P Lewis/Ream-Rao)
3. 2012-13 Reports and 2013-14 Proposals

Moreman suggested ranking using university-wide impact as a primary criterion. Opp reviewed the history of the IRA funding model and program expectations, expressing concern that this was not made explicit in the call for proposals, and that it would be a deviance from last year's practice.

Proposal 16 and 18 seem to serve few students, and members wondered if ECL would be a more appropriate funding source. Historically, IRA funding specifically mentions Model UN as an appropriate recipient. If the committee wants to change eligibility it should be done with ample notice so that programs are able to adjust budgetary plans.

Programs were asked to internally rank multiple proposals, but none did so.

COMM proposals were discussed. The total budgetary request from COMM is a large part of the total available.

Members discussed whether paying student assistants is an appropriate use of A2E2 EIRA funds or if they should be used to create the mechanism so that students can have real world experience.

Specific comments on proposals:

01: this seems more like an equipment request that could be funded through IREE.

02: issues include not meeting revenue projections, why is it not self funding, are students double counted across proposals, revenues do not add up on proposal, not specific information on # of students/# of hours worked/hourly wage.

03: is off-campus printing necessary? ASI has cut their printing costs by half using on campus printing.

M/S/P (Rueda-Hernandez/Bussmann) to allow this committee to revise multiple proposals to request partial funding for each, rather than rank ordering, so that no one program is eliminated from funding.

5. M/S (Watnik/Lewis) to adjourn 9:50



A2E2 Advisory Committee

May 7, 2013 9:00 am to 9:45 am SA 4600A

Minutes

Members present: Jeffra Bussmann, Adiel Dimarucut, Tamra Donnelly (non-voting), Eric Fricke, Ryvenna Lewis, Chris Moreman, Laurel O'Brien, Susan Opp (non-voting), Monse Rueda-Hernandez, Mitch Watnik

Meeting called to order at 9:05.

1. Approval of the agenda (M/S/P Watnik/Bussmann)
2. Approval of the minutes from 4/30/13 as corrected (M/S/P Watnik/Fricke)
3. 2012-13 Reports and 2013-14 Proposals

Moreman reviewed the process he suggested via email for reviewing proposals. This meeting will focus on any questions the committee members would like to submit. After that is completed, he will contact each proposer and gather responses. Next week he will report on those responses. In addition, the committee will review the rubric and discuss how to apply it to the proposals. At that point members will be asked to apply the rubric to each proposal and come to the next meeting prepared to discuss their findings. He expects the committee will be able to forward its recommendations on funding to the Provost by the end of the May 21 meeting.

The proposals have been uploaded and shared via Google drive. The members reviewed the list of questions that were posted, discussed additional information need. Moreman will solicit responses and report back at next meeting.

4. M/S (Watnik/O'Brien) to adjourn 9:51



A2E2 Advisory Committee

May 14, 2013 9:00 am to 9:45 am SA 4600A

Minutes

Members present: Jeffra Bussmann, Adiel Dimarucut, Tamra Donnelly (non-voting), Denise Fleming (by phone), Eric Fricke, Ryvenna Lewis, Chris Moreman, Laurel O'Brien, Susan Opp (non-voting), Seetha Ream-Rao, Monse Rueda-Hernandez, Mitch Watnik

Meeting called to order at 9:01.

1. Approval of the agenda (M/S/P Lewis/Fricke)
2. Approval of the minutes from 5/7/13 (M/S/P Watnik/Fricke)
3. Approval of rubric: M/S/P (Lewis/O'Brien) to approve with suggested change to move the "Results of previously funded programs..." line to the bottom section for previously funded programs.

There was discussion of whether or not to include a ranking of amount of funding requested, but it was not listed in the criteria. The committee could consider updating the criteria and then including it in the rubric for the next submission cycle (2014-15 in early 2014). Also discussed was weighting the criteria, particularly assessment requests, to indicate that the committee expects this item to be addressed. Since assessment cannot take place before a proposal is submitted for the next cycle, this was rejected. However, the committee will sponsor a message to go out this spring quarter stating that assessment reports will be expected in fall quarter 2013. This could be used in evaluating any refunding applications in the next cycle. The committee decided against weighting the criteria this year. Opp made preliminary inquiries to see if Blackboard's rubric tool could be used next year to aid the committee's evaluation of proposals.

Watnik prepared an Excel sheet for scoring the rubrics. NOTE: After the meeting Donnelly prepared and distributed an Excel workbook based on Watnik's original, which includes a worksheet for each proposal and a summary sheet which will draw information from the individual evaluations, so members can review and address any tie scores or inconsistencies.

Members are asked to evaluate the proposals and send their results to Moreman who will collect and summarize the evaluations.

4. Discussion of answers to questions: Moreman contacted proposers and summarized the responses, which have been posted on Google Drive for members to review.
5. M/S (Ream-Rao/Watnik) to adjourn 9:50



A2E2 Advisory Committee

May 21, 2013 9:00 am to 9:45 am SA 4600A

Minutes

Members present: Jeffra Bussmann, Adiel Dimarucut, Tamra Donnelly (non-voting), Denise Fleming (by phone), Eric Fricke, Ryvenna Lewis, Chris Moreman, Laurel O'Brien, Susan Opp (non-voting), Seetha Ream-Rao, Monse Rueda-Hernandez, Mitch Watnik

Meeting called to order at 9:02.

1. Approval of the agenda (M/S/P Bussmann/Lewis)
2. Approval of the minutes from 5/14/13 (M/S/P Lewis/Fricke)
3. Discussion of priority list and recommendation to provost: Moreman distributed via email a summary of the rankings he received from members. Discussion of department ordering of multiple proposals brought to light that not all interdepartmental relationships were recognized by committee members: the English Department submitted two proposals, the Communication Department had four, and General Education had three.

The committee discussed reordering the rankings. Fleming asked how the reordering would be explained, since a rubric was used then overridden. This is the first time the rubric was used and the members found room for improvement, so discussed and reordered the rankings.

Some clusters used ECL funds from the college (CLASS), not the Cluster Enrichment funds. Not all colleges made ECL funds available by request. The committee could recommend to the Provost that some EIRA proposals might be better funded through ECL.

Proposals for the Model UN, Web TV and Web Radio were moved. (M/S/P as amended Dimarucut/Watnik) to approve the ranking below:

1. #12 Art Gallery
2. #17 Theater and Dance
3. #22 Peer Mentor
4. #6 Arroyo
5. #20 Anthropology Museum
6. #13 Reflections
7. #1 HPLC Experiments
8. #7 Occam's Razor
9. #21 Common Reading
10. #23 Cluster
11. #9 Jazz
12. #10 Instrumental
13. #11 Vocal
14. #3 Newspaper
15. #8 Musicology
16. #2 Pioneer Advertising
17. #19 Internships

18. #4 WebTV
19. #5 Web Radio
20. #18 Model UN
21. #16 Convention

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Opp made an ad hoc spreadsheet to determine where funding would run out if all programs were funded at the level of the 2013-14 request. Items 1-13 could be funded. Members would also like to know how deep the funding would go if proposals were funded at the previous year's amount. Fleming suggested a possible funding determination based on separating the more modest requests from the very high dollar requests, and discussing whether the committee should consider a percentage decrease across the board. Before the next meeting the members will review the budgets submitted and come prepared to discuss final allocation recommendations.

4. M/S (Ream-Rao/Lewis) to adjourn 9:53



A2E2 Advisory Committee

May 28, 2013 9:00 am to 9:45 am SA 4600A

Minutes

Members present: Jeffra Bussmann, Tamra Donnelly (non-voting), Denise Fleming, Ryvenna Lewis, Chris Moreman, Laurel O'Brien, Susan Opp (non-voting), Seetha Ream-Rao, Monse Rueda-Hernandez, Mitch Watnik

Meeting called to order at 9:02.

1. Approval of the agenda as announced (M/S/P Fleming/Lewis)
2. Topics to review at next meeting:
 - a. Policies and Procedures
 - b. Distribution of funding to each of the A2E2 areas
 - c. Recommendation on fee for next year

In order for the committee membership to be finalized and allow for meetings to begin in fall quarter the committee determined that a meeting day/time should be finalized. To coordinate with ASI Board meetings Monday from 12-1 was set as the permanent A2E2 meeting day/time (M/S/P Bussmann/Watnik).

Seetha mentioned that ASI usually makes appointments in early fall, but she will request that the executive board work over the summer to seat the A2E2 student members prior to fall quarter, so that the committee is able to meet as early in fall quarter as possible.

3. Discussion of priority list and adjustments to budgets:
 1. #12 Art Gallery-no change recommended
 2. #17 Theater and Dance-reduce by \$19,250
 3. #22 Peer Mentor-no change recommended
 4. #6 Arroyo-reduce by \$1,000
 5. #20 Anthropology Museum-no change recommended
 6. #13 Reflections-no change recommended
 7. #1 HPLC Experiments-no change recommended
 8. #7 Occam's Razor-no change recommended
 9. #21 Common Reading-no change recommended
 10. #23 Cluster-reduce to zero but recommend the item be funded with ECL fees
 11. #9 Jazz-reduce by \$6,000: per diem cannot be charged for trips less than 24 hours.
The committee would also like to recommend that any new initiatives be proposed separately in the future.
 12. #10 Instrumental-reduce by \$2,200: per diem cannot be charged for trips less than 24 hours
 13. #11 Vocal-no change recommended
 14. #3 Newspaper-reduce by \$68,888, leaving a \$5,000 increase from last year's funding level
 15. #8 Musicology-no change recommended

16. #2 Pioneer Advertising-reduce by \$19,047 to same funding level as last year
17. #19 Internships-no change recommended
18. #4 WebTV-reduce by \$43,480, leaving a \$5,000 increase from last year's funding level
19. #5 Web Radio-reduce by \$10,962 to same funding level as last year
20. #18 Model UN-no change recommended
21. #16 Convention-reduce by \$2,400 with a recommendation that the hotel/travel costs be evaluated for ways to reduce costs

4. M/S (Watnik/Lewis) to adjourn 9:53