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.

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A2E2 Advisory Committee
Agenda
November 18, 2013
12:00 – 1:00pm, SA 2200

1. Introductions
2. Approve agenda
3. Approve notes from 11/14/2013 meeting
4. Election of Chair
5. Policies and Procedures
   a. Review work of 2012-2013 Committee – Shared on Google Drive
6. A2E2 Cumulative Fund Use through 6/30/2013 – Shared on Google Drive
7. Confirm Meeting Schedule and Time – Academic Year 2013-14
8. Adjourn

Future topics:

● Cleary define and document A2E2 categories and processes associated with them
   o ECL, EIRA, IREE, UAP
   o Submitting proposals
   o Reports to the Committee – content
● Schedule activities associated with A2E2 funds
   o Committee representatives
   o Calls for proposals
   o Awards schedule
   o Reporting by recipients to Committee for review
   o Recommendations to Provost for upcoming year
A2E2 Advisory Committee
Agenda
November 25, 2013
12:00 – 1:00pm, SA 2200

1. Approve agenda
2. Approve notes from 11/18/2013 meeting
3. Election of Chair
4. Policies and Procedures - continued, including the incorporation of a committee/process timeline
   a. Review work of 2012-2013 Committee – Shared on Google Drive
5. A2E2 Cumulative Fund Use through 6/30/2013 – Shared on Google Drive
6. Adjourn

Meeting schedule - Remainder of Fall Quarter

   December 2, 2013
   December 9, 2013

Future topics:

- Clearly define and document A2E2 categories and processes associated with them
  o ECL, EIRA, IREE, UAP
  o Submitting proposals
  o Reports to the Committee – content
- Schedule activities associated with A2E2 funds
  o Committee representatives
  o Calls for proposals
  o Awards schedule
  o Reporting by recipients to Committee for review
  o Recommendations to Provost for upcoming year
A2E2 Advisory Committee
Agenda
December 2, 2013
12:00 – 1:00pm, SA 2200

1. Approve agenda
2. Approve notes from 11/25/2013 meeting
3. Policies and Procedures - continued, including the incorporation of a committee/process timeline
   a. Review ECL funding and review process
   b. Finalize process timeline and Policies and Procedures document
   c. Review work of 2012-2013 Committee – Shared on Google Drive
4. A2E2 Cumulative Fund Use through 6/30/2013 – Shared on Google Drive
5. Adjourn

Meeting schedule - Remainder of Fall Quarter

   December 9, 2013 - tentative

   Start of the Winter Quarter - still meet weekly? First meeting, Jan. 6?

Future topics:

- Clearly define and document A2E2 categories and processes associated with them
  - ECL, EIRA, IREE, UAP
  - Submitting proposals
  - Reports to the Committee – content

- Schedule activities associated with A2E2 funds
  - Committee representatives
  - Calls for proposals
  - Awards schedule
  - Reporting by recipients to Committee for review
  - Recommendations to Provost for upcoming year
A2E2 Advisory Committee
Agenda
December 9, 2013
12:00 – 1:00pm, SA 2200

1. Approve agenda
2. A Visit from Provost Houpis to discuss ECL & EIRA and the committee’s charge
3. Approve minutes from 12/2/2013 meeting
4. Determine plan for this academic year
   a. Set due dates
   b. Compose heads up email for colleges and departments?
   c. Edit draft call for proposals and reports
5. Policies and Procedures - continued, including the incorporation of a committee/process timeline
   a. Review ECL funding and review process
   b. Finalize process timeline and Policies and Procedures document
   c. Review work of 2012-2013 Committee – Shared on Google Drive
6. A2E2 Cumulative Fund Use through 6/30/2013 – Shared on Google Drive
7. Meeting schedule - Winter Quarter(new room - SA 4600)
   a. First meeting, Jan. 6?
8. Adjourn

Future topics:

- Clearly define and document A2E2 categories and processes associated with them
  - ECL, EIRA, IREE, UAP
  - Submitting proposals
  - Reports to the Committee – content
- Schedule activities associated with A2E2 funds
  - Committee representatives
  - Calls for proposals
  - Awards schedule
  - Reporting by recipients to Committee for review
  - Recommendations to Provost for upcoming year
A2E2 Advisory Committee
Agenda
January 6, 2014
12:00 – 1:00pm, SA 4600

1. Approve agenda
2. Review our discussion with Provost Houpis and approve minutes from 12/9/2013 meeting
3. Continue work on call for proposals for this academic year
   a. Set due dates
   b. Compose heads up email for colleges and departments?
   c. Edit draft call for proposals and reports
4. Policies and Procedures - continued, including the incorporation of a committee/process timeline
   a. Review ECL funding and review process
   b. Finalize process timeline and Policies and Procedures document
   c. Review work of 2012-2013 Committee – Shared on Google Drive
5. A2E2 Cumulative Fund Use through 6/30/2013 – Shared on Google Drive
6. Meeting schedule - Winter Quarter(new room - SA 4600)
7. Adjourn

Future topics:

● Clearly define and document A2E2 categories and processes associated with them
  o ECL, EIRA, IREE, UAP
  o Submitting proposals
  o Reports to the Committee – content
● Schedule activities associated with A2E2 funds
  o Committee representatives
  o Calls for proposals
  o Awards schedule
  o Reporting by recipients to Committee for review
  o Recommendations to Provost for upcoming year
A2E2 Advisory Committee
Agenda
January 13, 2014
12:00 – 1:00pm, SA 4600

1. Approve agenda
2. Approve minutes - January 6, 2014 meeting
3. Meeting schedule - Winter Quarter (new room - SA 4600) - Week of January 27th
4. Continue work on call for proposals for this academic year
   a. Set due dates
   b. Compose heads up email for colleges and departments?
   c. Edit draft call for proposals and reports
5. Policies and Procedures - continued, including the incorporation of a committee/process timeline
   a. Review ECL funding and review process
   b. Finalize process timeline and Policies and Procedures document
   c. Review work of 2012-2013 Committee – Shared on Google Drive
6. A2E2 Cumulative Fund Use through 6/30/2013 – Shared on Google Drive
7. Adjourn

Future topics:

- Clearly define and document A2E2 categories and processes associated with them
  - ECL, EIRA, IREE, UAP
  - Submitting proposals
  - Reports to the Committee – content
- Schedule activities associated with A2E2 funds
  - Committee representatives
  - Calls for proposals
  - Awards schedule
  - Reporting by recipients to Committee for review
  - Recommendations to Provost for upcoming year
A2E2 Advisory Committee
Agenda
January 27, 2014
11:00am – 12:00pm, SA 4600

1. Approve agenda
2. Approve minutes - January 13, 2014 meeting
3. Continue work on call for proposals for this academic year
   a. Complete the document
   b. Forward to the Provost for review/approval
4. A2E2 Cumulative Fund Use through 6/30/2013 – Shared on Google Drive
5. Adjourn

Future topics:

- Policies and Procedures - continued, including the incorporation of a committee/process timeline
  - Review ECL funding and review process
  - Finalize process timeline and Policies and Procedures document
  - Review work of 2012-2013 Committee – Shared on Google Drive
- Clearly define and document A2E2 categories and processes associated with them
  - ECL, EIRA, IREE, UAP
  - Submitting proposals
  - Reports to the Committee – content
- Schedule activities associated with A2E2 funds
  - Committee representatives
  - Calls for proposals
  - Awards schedule
  - Reporting by recipients to Committee for review
  - Recommendations to Provost for upcoming year
A2E2 Advisory Committee
Agenda
February 3, 2014
12:00pm – 1:00pm, SA 4600

1. Approve agenda
2. Approve minutes - January 13 and 27, 2014 meeting
3. Policies and Procedures - continued, including the incorporation of a committee/process timeline
   a. Review ECL/EIRA funding and the proposal review process
   b. Finalize process timeline and Policies and Procedures document
   c. Look at [http://www.academicprograms.calpoly.edu/IRA/](http://www.academicprograms.calpoly.edu/IRA/)
   d. Review work of 2012-2013 Committee – Shared on Google Drive
4. Create FAQs to post on website
5. A2E2 Cumulative Fund Use through 6/30/2013 – Shared on Google Drive
6. Adjourn

Future topics:

- Review 12-13 Final Reports
- Clearly define and document A2E2 categories and processes associated with them
  - ECL, EIRA, IREE, UAP
  - Submitting proposals
  - Reports to the Committee – content
- Schedule activities associated with A2E2 funds
  - Committee representatives
  - Calls for proposals
  - Awards schedule
  - Reporting by recipients to Committee for review
  - Recommendations to Provost for upcoming year
A2E2 Advisory Committee
Agenda
February 10, 2014
12:00pm – 1:00pm, SA 4600

1. Approve agenda
2. Approve minutes - February 3, 2014 meeting
3. Policies and Procedures - continued, including the incorporation of a committee/process timeline
   a. Review ECL/EIRA funding and the proposal review process
   b. Look at http://www.academicprograms.calpoly.edu/IRA/
   c. Finalize process timeline and Policies and Procedures document
4. Create FAQs to post on website
5. Adjourn

Future topics:

- Review 12-13 Final Reports
- A2E2 Cumulative Fund Use through 6/30/2013 – Shared on Google Drive
- Clearly define and document A2E2 categories and processes associated with them
  - ECL, EIRA, IREE, UAP
  - Submitting proposals
  - Reports to the Committee – content
- Schedule activities associated with A2E2 funds
  - Committee representatives
  - Calls for proposals
  - Awards schedule
  - Reporting by recipients to Committee for review
  - Recommendations to Provost for upcoming year
1. Approve agenda
2. Approve minutes - February 3, 2014 and February 10, 2014 meetings
3. Policies and Procedures - continued, including the incorporation of a committee/process timeline
   a. Review ECL/EIRA funding and the proposal review process
   b. Look at http://www.academicprograms.calpoly.edu/IRA/
   c. Finalize process timeline and Policies and Procedures document
4. Current Proposal Call
   a. Status & Responses
   b. Discuss Criteria by which EIRA and ECL proposals will be measured
   c. Create FAQs to post on website
      i. Review EIRA Approved Programs to date - what should be shared on A2E2 website?
5. Adjourn

Future topics:

- Review 12-13 Final Reports
- A2E2 Cumulative Fund Use through 6/30/2013 – Shared on Google Drive
- Clearly define and document A2E2 categories and processes associated with them
  - ECL, EIRA, IREE, UAP
  - Submitting proposals
  - Reports to the Committee – content
- Schedule activities associated with A2E2 funds
  - Committee representatives
  - Calls for proposals
  - Awards schedule
  - Reporting by recipients to Committee for review
  - Recommendations to Provost for upcoming year
A2E2 Advisory Committee

Agenda

February 24, 2014
12:00pm – 1:00pm, SA 4600

1. Approve agenda
2. Approve minutes - February 17, 2014 meetings
3. Policies and Procedures - update on approved document
   a. absences
4. Final Reports from AY12-13 Proposals (due Feb 21)
5. Current Proposal Call
   a. Status & Responses
   b. Discuss Criteria - drafted by M. Spielman
   c. Discuss FAQs - drafted M. Xiong
      i. Review EIRA Approved Programs to date - what should be shared on A2E2 website?
      ii. Batch/Group like-courses together into one proposal for ECL?
6. Adjourn

Future topics:

- Review 12-13 Final Reports
- A2E2 Cumulative Fund Use through 6/30/2013 – Shared on Google Drive
- Clearly define and document A2E2 categories and processes associated with them
  - ECL, EIRA, IREE, UAP
  - Submitting proposals
  - Reports to the Committee – content
- Schedule activities associated with A2E2 funds
  - Committee representatives
  - Calls for proposals
  - Awards schedule
  - Reporting by recipients to Committee for review
  - Recommendations to Provost for upcoming year
A2E2 Advisory Committee
Agenda
March 3, 2014
12:00pm – 1:00pm, SA 4600

1. Approve agenda
2. Approve minutes - February 24, 2014 meeting
3. Policies and Procedures - update on approved document
4. Current Proposal Call
   a. Status & Responses - extend deadline?
   b. Discuss Criteria - drafted by M. Spielman
   c. Discuss FAQs - drafted M. Xiong
      i. Review Q&As
      ii. Volunteer to finalize
5. Review first 4 Final Reports from AY12-13 Proposals
   a. Arroyo
   b. University Art Gallery
   c. Theatre and Dance Program
   d. Museum of Anthropology
6. Adjourn

Future topics:

- A2E2 Cumulative Fund Use through 6/30/2013 – Shared on Google Drive
- Clearly define and document A2E2 categories and processes associated with them
  - ECL, EIRA, IREE, UAP
  - Submitting proposals
  - Reports to the Committee – content
- Schedule activities associated with A2E2 funds
  - Awards schedule
  - Reporting by recipients to Committee for review
  - Recommendations to Provost for upcoming year
A2E2 Advisory Committee
Agenda
March 10, 2014
12:00pm – 1:00pm, SA 4600

1. Approve Agenda
2. Approve Minutes - February 24, 2014 and March 3, 2014 meetings
3. Introductions & Welcome
4. Policies and Procedures - vote on revised document, sign
5. EIRA 13-14 HPLC Budget Change Request
6. Current Proposal Call
   a. Update & Status (J. Murray Qs)
   b. Discuss FAQs - drafted M. Xiong
      i. Review Q&As
      ii. Vote to finalize
   c. Discuss Criteria - drafted by M. Spielman
7. Review the next 4-5 Final Reports from AY12-13 Proposals
   a. Pioneer Newspaper
   b. Pioneer Advertising
   c. Comm Podcasting
   d. Comm Video Production
   e. Theatre Production
8. Adjourn

Future topics:

- Clearly define and document A2E2 categories and processes associated with them
  - ECL, EIRA, IREE, UAP
  - Submitting proposals
  - Reports to the Committee – content
- Schedule activities associated with A2E2 funds
  - Awards schedule
  - Reporting by recipients to Committee for review
  - Recommendations to Provost for upcoming year
A2E2 Advisory Committee
Agenda
April 7, 2014
12:00pm – 1:00pm, SA 4600

1. Approve Agenda
2. Approve Minutes – March 10, 2014 meeting
3. Welcome & Introductions – new student members
4. Policies and Procedures – review revised document, sign (take 3!)
5. Discuss the Final Reports from AY12-13
   Review all remaining reports
   a. We will only discuss those with significant concerns
   b. Final decision on reports
6. Received AY14-15 Proposals
   Discuss criteria and online Google form
   a. Divide members into 3 subcommittees
   b. Proposal reading plan

7. Adjourn
A2E2 Advisory Committee
Agenda
April 14, 2014
12:00pm – 1:00pm, SA 4600

1. Approve Agenda
2. Approve Minutes - March 10, 2014 and April 7, 2014 meetings
3. Discuss the Final Reports from AY12-13 Proposals
   a. Review all remaining reports
   b. We will only discuss those with significant concerns
   c. Final decision on reports
4. Discuss AY14-15 Proposals
   a. Subcommittees break off and discuss
   b. Do any proposals need immediate attention and action?
      i. Those that are out of scope, do they belong elsewhere?
   c. Do any proposals need follow-up with coordinator(s)?
5. Adjourn

Future topics:

- Clearly define and document A2E2 categories and processes associated with them
  - ECL, EIRA, IREE, UAP
  - Submitting proposals
  - Reports to the Committee – content
- Schedule activities associated with A2E2 funds
  - Awards schedule
  - Reporting by recipients to Committee for review
  - Recommendations to Provost for upcoming year
A2E2 Advisory Committee
Committee Notes
November 4, 2013
12:00 – 1:00pm, SA 2200

Members present: Margaret Rustick, Jeffra Bussmann, Melany Spielman, Jordan Leopold, Gaozong Yang, Marie Ibarra, Kathy Kutting, Michelle Xiong, Audrey Katzman (non-voting).

Guests: Susan Opp, Tamra Donnelly

Members absent: Roger Doering, Eric Fricke

1. Introductions – members and guests introduced themselves.
2. Approve agenda – members approved the agenda as presented.
3. Election of Chair – deferred to next meeting due to absences.
4. Policies and Procedures
   a. Review work of 2012-2013 Committee
      It was agreed that work needed to be done on the document. The Committee would review the document further and begin work at the next meeting.
5. Discussion of Allocation Categories
   a. UAP (University Wide Activities and Programs) – allocations for long term programs that directly affect student success. This would include items such as counselor salaries and funding for internships. The A2E2-UAP Subcommittee of the Student Success and Assessment Committee (SSAC) makes recommendations for UAP
   b. ECL (Enhanced Course Learning) – this category takes the place of course fees of less than $50 that have been eliminated. An allocation is made to the colleges. This category would include consumables.
   c. EIRA (Enhanced Instructionally Related Activities) – this committee reviews requests submitted by the colleges, library and other academic departments and advances its recommendations to the Provost for funding. It was asked that the list of programs previously funded thru IRA be provided to the Committee.
   d. IREE (Instructional and Research Equipment Enhancement) – Faculty submit their requests to the Deans who advance requests to the Provost on behalf of their faculty.

It is a goal of the committee to clearly define each category. Further discussion ensued about the need for the committee to make informed decisions on funding
allocations which requires thorough reporting by funding recipients. Discussion on
criteria for report content will continue.

6. Confirm Meeting Schedule and Time – Fall, 2013 – It was asked whether the Committee
would consider a 1pm meeting time. A vote was deferred to the next meeting which
was scheduled for **Monday, November 18 at 12 noon, SA 2200.**

7. Adjourned at 1:00 pm

Respectfully submitted by Audrey Katzman, A2E2 Committee Convener
A2E2 Advisory Committee
Meeting Minutes
November 18, 2013
12:00 – 1:00pm, SA 2200

Members present: Jeffra Bussmann, Eric Fricke, Jordan Leopold, Mitch Watnik, Marie Ibarra, Kathy Cutting, Michelle Xiong, Audrey Katzman (non-voting).

Guests: Susan Opp, Tamra Donnelly

Members absent: Margaret Rustick, Melany Spielman, Gaozong Yang

Meeting came to order at 12:05 pm.

1. Introductions
2. Approve agenda - agenda was approved as presented
3. Approve notes from 11/11/2013 meeting - minutes were approved as written
4. Election of Chair - deferred
5. Policies and Procedures
   a. Review work of 2012-2013 Committee – Shared on Google Drive
      The committee began editing/updating the document created by last years’ committee.
6. A2E2 Cumulative Fund Use through 6/30/2013 – Shared on Google Drive - deferred
7. Confirm Meeting Schedule and Time – Academic Year 2013-14
   Meetings were scheduled for the remainder of the Fall quarter: December 2, December 9
8. Adjourn - meeting adjourned at 1pm.

Future topics:

- Cleary define and document A2E2 categories and processes associated with them
  o ECL, EIRA, IREE, UAP
  o Submitting proposals
  o Reports to the Committee – content
- Schedule activities associated with A2E2 funds
  o Committee representatives
  o Calls for proposals
  o Awards schedule
  o Reporting by recipients to Committee for review
  o Recommendations to Provost for upcoming year
A2E2 Advisory Committee
Minutes
November 25, 2013
12:00 – 1:00pm, SA 2200

Members present: Jeffra Bussmann, Eric Fricke, Jordan Leopold, Mitch Watnik, Margaret Rustick, Melany Spielman, Marie Ibarra, Kathy Cutting, Michelle Xiong, Audrey Katzman (non-voting).

Guests: Susan Opp, Tamra Donnelly

Members absent: Gaozong Yang

Meeting came to order at 12:08 pm.

1. Approve agenda
   Agenda was approved as presented

2. Approve notes from 11/18/2013 meeting
   Agreed to call document “minutes.” Approved as presented

3. Election of Chair
   Discussion regarding duties/responsibilities of the Chair. Students may not be best candidates for the position due to limited (1 year) term.
   Nominated - Jeffra Bussmann, seconded by Melany Spielman
   No other nominations
   Moved by Mitch Watnik, second - Michelle Xiong
   Approved by all

4. Policies and Procedures - continued, including the incorporation of a committee/process timeline
   a. Review work of 2012-2013 Committee – Shared on Google Drive
      Continued to work on P&P document and began work on timeline/table for A2E2 related activities

5. A2E2 Cumulative Fund Use through 6/30/2013 – Shared on Google Drive

6. Adjourn - Meeting adjourned at 1:02pm.

Meeting schedule - Remainder of Fall Quarter

   December 2, 2013; December 9, 2013 - tentative

   It was agreed that the 12/9 meeting would be tentative pending work of 12/2.
Future topics:

- Clearly define and document A2E2 categories and processes associated with them
  - ECL, EIRA, IREE, UAP
  - Submitting proposals
  - Reports to the Committee – content
- Schedule activities associated with A2E2 funds
  - Committee representatives
  - Calls for proposals
  - Awards schedule
  - Reporting by recipients to Committee for review
  - Recommendations to Provost for upcoming year
A2E2 Advisory Committee
Minutes
December 2, 2013
12:00 – 1:00pm, SA 2200

Members present: Jeffra Bussmann, Eric Fricke, Jordan Leopold, Mitch Watnik, Melany Spielman, Marie Ibarra, Kathy Cutting, Michelle Xiong, Audrey Katzman (non-voting).

Guests: Susan Opp, Tamra Donnelly

Members absent: Gaozong Yang, Margaret Rustick

Meeting was called to order at 1:04pm.

1. Approve agenda
   Agenda was approved as presented

2. Approve notes from 11/25/2013 meeting
   Minutes were approved as presented

3. Policies and Procedures - continued, including the incorporation of a committee/process timeline
   a. Review ECL funding and review process
   b. Finalize process timeline and Policies and Procedures document
   c. Review work of 2012-2013 Committee – Shared on Google Drive
   Asked that the Provost attend the next meeting of the Committee if possible.

   Agreed that the Call should come out next week. After much discussion about EIRA and ECL it was suggested that perhaps the two categories should be considered together. Draft call would be worked on for discussion at the next meeting of the Committee

4. A2E2 Cumulative Fund Use through 6/30/2013 – Shared on Google Drive
5. Adjourn
   Meeting adjourned at 1:00pm.

Meeting schedule - Remainder of Fall Quarter

December 9, 2013 - tentative - Meeting will be held on 12/9/13

Start of the Winter Quarter - still meet weekly? First meeting, Jan. 6?
Future topics:

- Clearly define and document A2E2 categories and processes associated with them
  - ECL, EIRA, IREE, UAP
  - Submitting proposals
  - Reports to the Committee – content
- Schedule activities associated with A2E2 funds
  - Committee representatives
  - Calls for proposals
  - Awards schedule
  - Reporting by recipients to Committee for review
  - Recommendations to Provost for upcoming year
A2E2 Advisory Committee
Minutes
December 9, 2013
12:00 – 1:00pm, SA 2200

Members present: Jeffra Bussmann, Eric Fricke, Jordan Leopold, Melany Spielman, Marie Ibarra, Kathy Cutting, Margaret Rustick, Audrey Katzman (non-voting).

Guests: Provost Houpis, Susan Opp, Tamra Donnelly

Members absent: Gaozong Yang, Michelle Xiong, Mitch Watnik

The meeting was called to order at 12:03pm

1. Approve agenda
   Approved as presented

2. A Visit from Provost Houpis to discuss ECL & EIRA and the committee’s charge
   The committee discussed various aspects of ECL & EIRA with Provost Houpis. ECL replaced course fees of $50 or less (these course fees were approved by CFAC, usually for a 3 year duration) and EIRA was formerly IRA. Prior to the switch, CLASS had many course related fees that were approved. CSci had some requests for fees that had never been approved.
   It has always been difficult to get reports on how these fees were used. Last year more $ were allocated in ECL to the colleges (based on an algorithm). It is time to jettison what doesn’t work. Need to meet the needs and demands of the students.
   Going forward - want more back bone on how money is spent - need to develop a reporting process. When speaking to Faculty & Deans, developing a system to “smooth the way.”

   Thoughts on the new process:
   ● applying for automatic renewal
   ● submission by department - cover sheet for all summarizing all submissions
   ● new wording “enhanced course & instructional related activities”
   ● evaluation criteria
     ○ traditionally underfunded
     ○ new proposals are encouraged
   ● No student should be excluded from an activity because they can’t pay
     ○ create a reserve for needs that arise
   ● revise the proposal form
     ○ line for ECL funding in 2013-14
     ○ Course name(s) and number(s)
estimated enrollment and cost per student

purpose - to support all activities that will benefit the education of our students with a goal of equity.

Historically the application process was designed to maximize benefit, provide access, and instructional activity

3. Approve minutes from 12/2/2013 meeting
   Minutes were approved as presented.

4. Determine plan for this academic year
   a. Set due dates
   b. Compose heads up email for colleges and departments?
   c. Edit draft call for proposals and reports

5. Policies and Procedures - continued, including the incorporation of a committee/process timeline
   a. Review ECL funding and review process
   b. Finalize process timeline and Policies and Procedures document
   c. Review work of 2012-2013 Committee – Shared on Google Drive

6. A2E2 Cumulative Fund Use through 6/30/2013 – Shared on Google Drive

7. Meeting schedule - Winter Quarter(new room - SA 4600)
   a. First meeting, Jan. 6?

   It was confirmed that the first meeting of 2014 would be January 6th.

8. Adjourn

Future topics:

• Clearly define and document A2E2 categories and processes associated with them
  o ECL, EIRA, IREE, UAP
  o Submitting proposals
  o Reports to the Committee – content

• Schedule activities associated with A2E2 funds
  o Committee representatives
  o Calls for proposals
  o Awards schedule
  o Reporting by recipients to Committee for review
  o Recommendations to Provost for upcoming year
A2E2 Advisory Committee
Minutes
January 6, 2014
12:00 – 1:00pm, SA 4600

Members present: Jeffra Bussmann, Jordan Leopold, Melany Spielman, Marie Ibarra, Kathy Cutting, Gaozong Yang, Michelle Xiong, Mitch Watnik, Audrey Katzman (non-voting).

Guests: Susan Opp, Tamra Donnelly

Members absent: Eric Fricke, Margaret Rustick

The meeting was called to order at 12:05pm

1. Approve agenda - M/Spielman, S/Xiong, Approved as presented
2. Review our discussion with Provost Houpis and approve minutes from 12/9/2013 meeting
   M/Xiong, S/Spielman, Approved as presented. Discussion followed.
   The take away from this meeting was that it would be fine to make changes in order to improve the process. It was agreed that this was a reasonable approach. Making the change to one proposal might promote a change next to only one category as it continues to be difficult to distinguish between the two. Earlier committee discussions of separate timelines for EIRA and ECL would not longer be relevant - moving to one call/submission

3. Continue work on call for proposals for this academic year
   a. Set due dates
   b. Compose heads up email for colleges and departments?
   c. Edit draft call for proposals and reports

   Work continued on the new combined submission form. Department cover sheet should include ranking. Agreed it needs to be clear to faculty that the only way they will receive ECL funding is by submitting a proposal (as in years past there was an allocation to the college)

Other items discussed for new document:
● statement that approval of the funding does not guarantee the course will be offered.
● Add line for when the course will be offered on the submission form
● encourage that any application over $50,000 should be divided
• require that proposals that receive less than 100% of the funding requested must submit a revised budget
• Add education impact to criteria
• if funding is based on head count, indicate the number of students participating last AY by quarter
• Justification - be sure the role or duties are included for all personnel requests on proposals.

4. Policies and Procedures - continued, including the incorporation of a committee/process timeline
   a. Review ECL funding and review process
   b. Finalize process timeline and Policies and Procedures document
   c. Review work of 2012-2013 Committee – Shared on Google Drive

5. A2E2 Cumulative Fund Use through 6/30/2013 – Shared on Google Drive

6. Meeting schedule - Winter Quarter (new room - SA 4600)

7. Adjourn

Future topics:

• Clearly define and document A2E2 categories and processes associated with them
  o ECL, EIRA, IREE, UAP
  o Submitting proposals
  o Reports to the Committee – content
• Schedule activities associated with A2E2 funds
  o Committee representatives
  o Calls for proposals
  o Awards schedule
  o Reporting by recipients to Committee for review
  o Recommendations to Provost for upcoming year
A2E2 Advisory Committee
Minutes
January 13, 2014
12:00 – 1:00pm, SA 4600

Members present: Jeffra Bussmann, Eric Fricke, Jordan Leopold, Marie Ibarra, Michelle Xiong, Gaozong Yang, Kathy Cutting, Margaret Rustick, Audrey Katzman (non-voting).

Guests: Susan Opp, Tamra Donnelly

Members absent: Melany Spielman, Mitch Watnik

1. Approve agenda
2. Approve minutes - January 6, 2014 meeting
   Minutes were approved
3. Meeting schedule - Winter Quarter (new room - SA 4600) - Week of January 27th
   It was agreed that the January 27th meeting would be rescheduled to 11:00 am.
4. Continue work on call for proposals for this academic year
   a. Set due dates
   b. Compose heads up email for colleges and departments?
   c. Edit draft call for proposals and reports
   Work continued on the call for EIRA/ECL proposals.

   The balance of the agenda was deferred to future meetings.
5. Policies and Procedures - continued, including the incorporation of a committee/process timeline
   a. Review ECL funding and review process
   b. Finalize process timeline and Policies and Procedures document
   c. Review work of 2012-2013 Committee – Shared on Google Drive
6. A2E2 Cumulative Fund Use through 6/30/2013 – Shared on Google Drive
7. Adjourn

Future topics:

- Clearly define and document A2E2 categories and processes associated with them
  - ECL, EIRA, IREE, UAP
  - Submitting proposals
- Reports to the Committee – content
- Schedule activities associated with A2E2 funds
  - Committee representatives
  - Calls for proposals
  - Awards schedule
  - Reporting by recipients to Committee for review
  - Recommendations to Provost for upcoming year
A2E2 Advisory Committee
Minutes
January 27, 2014
11:00am – 12:00pm, SA 4600

Members present: Jeffra Bussmann, Eric Fricke, Jordan Leopold, Marie Ibarra, Gaozong Yang, Kathy Cutting, Margaret Rustick, Melany Spielman, Audrey Katzman (non-voting).

Members absent: Michelle Xiong, Mitch Watnik

1. Approve agenda
2. Approve minutes - January 13, 2014 meeting
   Deferred to February 3rd
3. Continue work on call for proposals for this academic year
   a. Complete the document
   b. Forward to the Provost for review/approval
   Draft document was completed and would be submitted to the Provost for final review/approval.
4. A2E2 Cumulative Fund Use through 6/30/2013 – Shared on Google Drive
5. Adjourn

Future topics:

- Policies and Procedures - continued, including the incorporation of a committee/process timeline
  o Review ECL funding and review process
  o Finalize process timeline and Policies and Procedures document
  o Review work of 2012-2013 Committee – Shared on Google Drive
- Clearly define and document A2E2 categories and processes associated with them
  o ECL, EIRA, IREE, UAP
  o Submitting proposals
  o Reports to the Committee – content
- Schedule activities associated with A2E2 funds
  o Committee representatives
  o Calls for proposals
  o Awards schedule
- Reporting by recipients to Committee for review
- Recommendations to Provost for upcoming year
A2E2 Advisory Committee
Minutes
February 3, 2014
12:00pm – 1:00pm, SA 4600

Members present: Jeffra Bussmann, Eric Fricke, Jordan Leopold, Marie Ibarra, Gaozong Yang, Kathy Cutting, Michelle Xiong, Margaret Rustick, Melany Spielman, Jennie Guzman, Audrey Katzman (non-voting).

Members absent: none

Guests: Tamra Donnelly

1. Approve agenda
   Added introductions. Mitch Watnik stepped down from the committee. Jennie Guzman joins the committee to represent the College of Science.

2. Approve minutes - January 13 and 27, 2014 meeting
   The minutes of the January 13th and 27th meetings were approved

3. Policies and Procedures - continued, including the incorporation of a committee/process timeline
   a. Review ECL/EIRA funding and the proposal review process
   b. Finalize process timeline and Policies and Procedures document
   c. Look at http://www.academicprograms.calpoly.edu/IRA/
   d. Review work of 2012-2013 Committee – Shared on Google Drive

   The Committee continued to work on the Policies and Procedures document

4. Create FAQs to post on website
   Content for FAQs was discussed. It was agreed that FAQs would be developed and posted to the website as questions arise from the call for proposals

5. Adjourn
A2E2 Advisory Committee
Minutes
February 10, 2014
12:00pm – 1:00pm, SA 4600

Members present: Jeffra Bussmann, Eric Fricke, Jordan Leopold, Marie Ibarra, Gaozong Yang, Kathy Cutting, Michelle Xiong, Melany Spielman, Jennie Guzman, Audrey Katzman (non-voting).

Members absent: Margaret Rustick

Guests: Tamra Donnelly

1. Approve agenda
   The agenda was approved as changed. Minutes for February 3rd will be reviewed at the next committee meeting.

2. Approve minutes - February 3, 2014 meeting
   Deferred

3. Policies and Procedures - continued, including the incorporation of a committee/process timeline
   a. Review ECL/EIRA funding and the proposal review process
   b. Look at http://www.academicprograms.calpoly.edu/IRA/
   c. Finalize process timeline and Policies and Procedures document
   The members reviewed the latest version of the policies and procedures and continued to work on a draft to present to the Provost for initial review. Activities of the committee, by quarter, were developed.

4. Create FAQs to post on website - deferred to next meeting

5. Adjourn
A2E2 Committee Meeting 2/17
Absent, Erik, Margaret, Audrey, Marie
Present: Jeffra, Melanie, Kathy, Gaozong, Jordan, Jennie, Michelle, Sue, Tamara

12:02: approval of the agenda. Motioned by Michelle, second by Gaozong.
12:05: approval of old minutes. Motioned by Melanie, second by Michelle Xiong.

12:05: First Item: Policies and Procedures
   - Jeffra went ahead and approved all the changes from the old documents and put it into a new document.
   It was also discussed if the ASI President’s signature and the chair’s signature should be on the Policies and Procedure. Tamara suggested that it be Audrey as the convener, then forwarded to the provost to approve.
   Sue suggested that the ASI President’s signature should be on there, including the Chair of the A2E2 Committee, and the Convener, “submitted on behalf of the committee, with the convener, the chair of the committee, and ASI. Sue suggested that changing the language in 7.2 of the Policies and Procedures to reflect the 2.3, that students would have the majority of the vote to increase student A2E2 Fee. The Policy and Procedures will be sent to the Provost to sign.

12:29: Motion to approve the Policies and Procedures. Motioned by Melanie and second by Michelle.

12:30: Call for proposal was sent out to all faculty and will be sent out in the academic affairs newsletter. The committee further discussed about potential FAQs that were being emailed to Jeffra. Michelle will develop a list of FAQ for the committee to start with. Melanie will create a criteria/rubric for the call for proposals. The committee will check to see if Audrey has received any final reports regarding last year.

A2E2 Advisory Committee
Minutes
February 24, 2014
12:00pm – 1:00pm, SA 4600

Members present: Jeffra Bussmann, Eric Fricke, Gaozong Yang, Kathy Cutting, Michelle Xiong, Jennie Guzman, Margaret Rustick, Audrey Katzman (non-voting).

Members absent: Melany Spielman, Jordan Leopold, Marie Ibarra

Guests: Tamra Donnelly, Sue Opp

1. Approve agenda
   M/S/A Xiong & Yang
2. Approve minutes - February 17, 2014 meetings
   M/S/A Yan & Cutting
3. Policies and Procedures - update on approved document
   a. absences
      The Committee revisited the document and it was reconfirmed that the document addresses Committee members that miss in excess of 2 meetings in a row.

      The Document was executed by the Chair, ASI President and Convener for presentation to Provost Houpis.

4. Final Reports from AY12-13 Proposals (due Feb 21)
   Reports are beginning to come in and are placed on Google Drive for review. Arroyo, University Art Gallery, Theatre and Dance Program, and Museum of Anthropology will be reviewed and discussed in Committee at the next meeting.

5. Current Proposal Call
   a. Status & Responses
      There have been a few challenges in getting the call distributed to all Faculty eligible to apply for funding. Working with the Office of the Provost to continue to distribute the call.

   b. Discuss Criteria - drafted by M. Spielman
      Openly discussed the draft prepared by Melany. Wording within the rubric was discussed. Participation v. Benefit? Speaking to SLOs and ILOs within the rubric. Move the lines to be closer together?
      The Committee will continue to work on refining the rubric. It will be posted to the website upon completion along with the FAQs and a copy of the application for funding.
c. Discuss FAQs - drafted M. Xiong
   i. Review EIRA Approved Programs to date - what should be shared on A2E2 website?
      It was decided that some examples would be listed but the Committee does not want to limit the ideas for new proposals.
   ii. Batch/Group like-courses together into one proposal for ECL?
      Committee discussed and added additional questions to the document. This is a working document and will be posted on the website. Questions will continue to be added as they are raised.

6. Adjourn

Future topics:

- Review 12-13 Final Reports
- A2E2 Cumulative Fund Use through 6/30/2013 – Shared on Google Drive
- Clearly define and document A2E2 categories and processes associated with them
  - ECL, EIRA, IREE, UAP
  - Submitting proposals
  - Reports to the Committee – content
- Schedule activities associated with A2E2 funds
  - Committee representatives
  - Calls for proposals
  - Awards schedule
  - Reporting by recipients to Committee for review
  - Recommendations to Provost for upcoming year
A2E2 Advisory Committee
Minutes
March 3, 2014
12:00pm – 1:00pm, SA 4600

Members present: Jeffra Bussmann, Eric Fricke, Gaozong Yang, Kathy Cutting, Jordan Leopold, Michelle Xiong, Jennie Guzman, Margaret Rustick, Audrey Katzman (non-voting).

Members absent: Melany Spielman, Marie Ibarra

Guests: Tamra Donnelly, Mark Karplus

1. Approve agenda
   Updated agenda - replaced 5c with HRT report
   Approved as updated - M/S/A Cutting and Yang

2. Approve minutes - February 24, 2014 meeting
   Deferred to next meeting

3. Policies and Procedures - update on approved document
   The document has been submitted to the Provost for signature. This agenda item will stay on next week’s agenda.

4. Current Proposal Call
   a. Status & Responses - extend deadline?
      Mark Karplus, a CSUEB Lecturer joined the committee meeting. He asked for the Committee to consider extending the deadline on submitting applications for 2014-15. The Committee discussed the challenges of getting the Call out to all Unit 3 faculty. It was agreed that the deadline would be extended until April 4th. The call will be sent out again via the Office of the Provost.
      The Call was noted in the AA newsletter today. A request will be made to include it again next week in addition to sending via Faculty and Lecturer list serve.
   b. Discuss Criteria - drafted by M. Spielman
      The Committee continued to work on the proposal evaluation matrix.
   c. Discuss FAQs - drafted M. Xiong
      i. Review Q&As
      ii. Volunteer to finalize
      The FAQs are out on Drive. The Committee continued to discuss, add, and edit questions for the FAQ page. It will be placed on the website as a living document.

It was agreed that the Committee should schedule special meeting times on April 21, 28, May 5 & 12 to offer opportunities for applicants from each college to
present more information on their proposals.

5. Review first 4 Final Reports from AY12-13 Proposals
   The Committee reviewed information submitted and discussed. Information submitted was compared to CFS report from the A2E2 fund that was distributed to Committee members last week.
   a. Arroyo
      Other funding sources were discussed with regards to this report
   b. University Art Gallery
      The CFS report for this report was missing. Will be requested by Katzman for the next meeting.
   c. Theatre and Dance Program- This item was changed to HRT report
   d. Museum of Anthropology

6. Adjourn

Future topics:

- A2E2 Cumulative Fund Use through 6/30/2013 – Shared on Google Drive
- Clearly define and document A2E2 categories and processes associated with them
  - ECL, EIRA, IREE, UAP
  - Submitting proposals
  - Reports to the Committee – content
- Schedule activities associated with A2E2 funds
  - Awards schedule
  - Reporting by recipients to Committee for review
  - Recommendations to Provost for upcoming year
A2E2 Advisory Committee
Minutes
March 10, 2014
12:00pm – 1:00pm, SA 4600

Members Present: Jeffra Bussmann, Jennie Guzman, Melany Spielman, Gaozong Yang, Kathy Cutting, Marie Ibarra, Margaret Rustick, Audrey Katzman (non-voting)
Members Absent: Eric Fricke, Jordan Leopold, Michelle Xiong
Guests: Tamra Donelly, Sue Opp

1. Approve Agenda
   M/S/A Melany & Gaozong

2. Approve Minutes - February 24, 2014 and March 3, 2014 meetings
   Minutes for 2/24/14 - M/S/A Jeffra & Melany
   Minutes for 3/3/14 - M/S/A Eric & Gaozong

3. Introductions & Welcome

4. Policies and Procedures - vote on revised document, sign

5. EIRA 13-14 HPLC Budget Change Request
   Instead of going to assistant, it goes to HPLC columns.
   M/S/A Gaozong & Melany

6. Current Proposal Call
   a. Update & Status
      FAQs will add the difference between supply and equipment.
      Response to Jim: Must go to IREE
      Decision tree flow chart will be drafted
      Funding rationale should be presented. Why is it important? Relate to the students, field, etc. Question wasn’t asked in the right way.
      Field trip funds are already in the college.
      Emails were sent to lectures and RegFac (regular faculty) re: extended deadline
      There is an issue with dual funding sources that needs to be addressed (eg. schedule, etc)
   b. Discuss Criteria - drafted by M. Spielman
      Melany will continue working on the criteria and email it to group for online approval via email.
   c. Discuss FAQs - drafted M. Xiong
      i. Review Q&As
         Add question about the difference between supplies and equipment. Q1 to be moved to the end. Q8 to be reworded. Questions will be clustered.
         Hyperlinks to the proposals. Move the Pioneer Newspaper lower in Q15 and make sure examples are representative. Q16 to know where “encumbered” is used.
         Alert can be sent to warn page owner to update page on a certain date.
      ii. Vote to finalize
Audrey and Jeffra will meet next week to get this finalized and posted.

7. **Review the next 4-5 Final Reports from AY12-13 Proposals**
   a. **Pioneer Newspaper**
      Funding should be pulled from income sources before A2E2 funds.
   b. **Pioneer Advertising**
   c. **Comm Podcasting**
   d. **Comm Video Production**
   e. **Theater Production** - not reviewed

8. **Adjourn**
   a. **Next meeting on April 7**
A2E2 Advisory Committee
Minutes
April 7, 2014
12:00pm – 1:00pm, SA 4600

Members Present: Jeffra Bussmann, Jennie Guzman, Melany Spielman, Kathy Cutting, Eric Fricke, Jordan Leopold, Katrina-Mari Mayol, John Zamora, Audrey Katzman (non-voting)

Members Absent: Margaret Rustick, Marie Ibarra

Guest: Sue Opp

1. Approve Agenda
2. Approve Minutes – March 10, 2014 meeting
3. Welcome & Introductions – new student members
4. Policies and Procedures – review revised document, sign (take 3!)
   Reviewed by members present and group is assenting. Michelle and Jeffra signed.
5. Discuss the Final Reports from AY12-13
   Did not have quorum to discuss. Moved to next meeting.
   a. Review all remaining reports
   b. We will only discuss those with significant concerns
   c. Final decision on reports
6. Received AY14-15 Proposals
   There are about 50 reports to be split into the subcommittees. The proposals are on the Google drive. The division of proposals will be shared with the group. Proposals will be discussed next meeting. Conflict of interest will be considered.
   a. Discuss criteria and online Google form
      The committee will review and make suggestions on the form by Wednesday. The form will be used as a starting place for discussion of funding the proposals.
   b. Divide members into 3 subcommittees
      This will be done by Jeffra this afternoon.
   c. Proposal reading plan
      Jeffra will be divide up the proposals and assign them to subcommittees. Subcommittee members will read proposals individually and then complete the form for each assigned proposal. Subcommittees will share information with group for discussion.
7. Adjourn