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
Notes
Monday, February 2, 2015
12:00pm – 1:00pm, SA 2200

Members Present: Jeffra Bussmann, Michael Ryan Cesena, Hendrix Erhahon, Jennie Guzman, Buddy James, Jordan Leopold, Lan Wang, Audrey Katzman (non-voting)

Absent: Marie Ibarra, David Lopez, Melany Spielman

1. **Call to Order**
   a. 12:06pm

2. **Approve Agenda**
   a. M/S/A Hendrix, Buddy

3. **Approve Monday, December 8, 2014 Meeting Minutes**
   a. M/S/A Hendrix, Jeffra

4. **Approve Monday, January 12, 2015 Meeting Minutes**
   No minutes were taken but Jeffra took notes.

5. **Address any remaining comments regarding EIRA/ECL FAQs**
   a. There was a question brought up about whether the FAQ answer regarding combined proposals would be changed.

6. **Review updated rubric for evaluating A2E2 EIRA/ECL Proposals**
   a. As a test, the rubric was used with a sample proposal.
   i. Criterion 1 - Relation to Program/Student SLO or ILO
      1. The mention of assessment will be removed
      2. Boxes will be consistent with the mention of ILO/SLO/PLO
   ii. Criterion 2 - Clarity of Description
      1. The committee discussed the amount of students benefitting being included in this section. The group decided it was best to include this part.
      2. This rating will not include a score of 2.
   iii. Criterion 3 - Feasibility of the program, within the time and budget proposed.
      1. This criterion will be moved to the first position.
      2. There was discussion about whether or not to include a score of 2.
   iv. Criterion 5 - The depth and breadth of experience criteria is a bit vague.
      1. Adjustments in wording will be tabled for later.
      2. The group determined that "breadth" would mean going beyond the learning experience. Faculty filling out the form would provide an example.
v. Criteria 6 - There was discussion around the criterion for number of students.
   1. The committee decided not to use number of students as its own criterion. Instead, it will be included for information purposes only into the "clarity of description" criterion.
   b. There will be a qualifying question before going through the rubric, as to whether the proposal qualifies for A2E2 funding at.
   c. The rubric numbering will be changed to 1, 2, 3.
   d. There will be a norming session during the next meeting.
   e. This topic will be continued during the next meeting.

7. Roundtable Remarks
   a. --

8. Adjourn Meeting
   a. Adjourned at 1:00PM
A2E2 Advisory Committee
Notes
Monday, February 16, 2015
12:00pm – 1:00pm, SA 2200

Members Present: Melany Spielman, David Lopez, Hendrix Erhahon, Jennie Guzman, Buddy James, Jordan Leopold, Keeret Uppal, Audrey Katzman (non-voting)

Absent: Marie Ibarra, Jeffra Bussmann, Lan Wang, Michael Ryan Cesena

1. Call to Order
   a. 12:15pm

2. Approve Monday, January 2, 2015 Meeting Minutes
   a. M/S/A Hendrix, Keeret

3. Address any upcoming absences
   a. This topic will be discussed during the next meeting.

4. Discussion of polices and procedures
   a. Review for newest members
   b. Discuss policy for those missing more than two meetings in a row – tabled for another meeting

5. Address any remaining comments regarding EIRA/ECL Scoring Rubric
   a. Edits made wording in criteria “d”
   b. Add third scoring category for criteria “h”

6. Approve draft rubric with changes
   a. M/S/A Spielman, Keeret

7. Roundtable Remarks
   a. --

8. Adjourn Meeting
   a. Adjourned at 1:00PM
A2E2 Advisory Committee
Meeting Notes
Monday, February 23, 2015
12:00 PM – 1:00 PM

Members Present: Jeffra Bussmann, Michael Ryan Cesena, Hendrix Erhahon, Jennie Guzman, Buddy James, Jordan Leopold, David Lopez, Melany Spielman, Lan Wang,

Absent: Marie Ibarra, Audrey Katzman (non-voting)

1. Call to Order
   a. 12:08

2. Approve Agenda
   a. M/S/A Jeffra & Melany

3. Approve Monday, February 16, 2015 Meeting Minutes
   a. There was discussion about the procedure for adding members to the committee.
   b. M/S/A Melany & Jordan

4. Discuss future absences for winter and spring quarters
   a. Committee members will email the Co-Chair if their class schedules conflict.

5. Norming session using proposal from last year
   a. The rubric was briefly reviewed.
   b. The scoring method was reviewed.
   c. A sample proposal was reviewed and rated by the group for the norming process.
      i. Scores were compared amongst the committee members.
         1. Differences in scores were discussed and there were no outliers.
   d. There was discussion about the rubric and the call being put in the same letter order for next year.
      i. The rubric can be reordered to make more sense for the committee.

6. Roundtable remarks
   a. --

7. Adjourn Meeting
   a. 1:01
Members Present: Jeffra Bussmann, Hendrix Erhahon, Jennie Guzman, Buddy James, Jordan Leopold, David Lopez, Lan Wang, Melany Spielman, Michael Ryan Cesena, Audrey Katzman (non-voting)

Absent: Marie Ibarra,

1. Call to Order
   a. 12:10 pm
2. Approve Agenda
   a. M/S/A David, Lan
3. Approve Monday February 23, 2015 Minutes
   a. M/S/A David, Jordan
4. Discuss procedure for adding new student members to committee
   a. Executive V.P. of ASI notifies Provost
   b. Email sent to chair of A2E2 informing them of new student members
5. Discuss subgroups and division of proposals
   a. Chair will divide up proposals and notify committee
6. Adjourn Meeting
   a. 12:58pm
A2E2 Advisory Committee  
Meeting Notes  
Monday, March 30, 2015  
12:00 PM – 1:00 PM

Members Present: Jeffra Bussmann, Hendrix Erhahon, Jennie Guzman, Buddy James, Jordan Leopold, David Lopez, Ainsley Shallcross, Lan Wang

Absent: Michael Ryan Cesena, Melany Spielman, Audrey Katzman (non-voting)

1. Call to Order  
a. 12:06 pm without quorum
2. Approve Agenda  
a. Agenda could not be approved without quorum
3. Postpone Minutes Approval to next meeting - April 6, 2015 meeting
4. Discuss AY15-16 Proposals  
a. Subcommittees break off and discuss  
b. Review proposals’ questions and responses  
   i. Subcommittees worked to review and discuss their proposals
   ii. At 12:50 pm:  
      i. Do subcommittees need additional time?  
         1. Definitely yes.
      ii. Which proposals need follow-up with coordinator(s)?
      iii. Adapt timeline (see below)
         1. Per group discussion, the tentative timeline will be pushed back one week.
5. Adjourn Meeting  
a. 12:58pm

Drafted Timeline
April 6, 13 - Visits from more proposal coordinators (if necessary) and subcommittees continue discussion.
April 20 - As a whole, discuss and finalize list of accepted proposals and the amount of money for each.
April 27 - As a whole, discuss and finalize list of accepted proposals and the amount of money for each.
May 1 - Last meeting (ideally). Submit finalized list to Provost and discuss any changes for next year.
A2E2 Advisory Committee
Meeting Notes
Monday, April 6, 2015
12:00 PM – 1:00 PM

Members Present: Michael Ryan Cesena, Hendrix Erhahon, Jennie Guzman, Buddy James, Jordan Leopold, David Lopez, Ainsley Shallcross, Melany Spielman, Audrey Katzman (non-voting)

Absent: Jeffra Bussmann, Lan Wang

1. Call to Order
2. Approve Agenda
   M/S/A David & Hendrix
3. Approve minutes from March 9 and March 30
   March 9 notes: M/S/A Buddy & Hendrix
   March 30 notes: M/S/A David & Jordan
4. Discuss AY15-16 Proposals
   There was discussion about per diems for student trips. It was suggested that parameters be set.
   a. Subcommittees break off and discuss
      After the subcommittee discussions, the group talked about appropriate uses of A2E2 funds. The group will reconvene with ideas of what will and won’t be funded.
   b. Review proposals’ questions and responses
   c. At 12:50 pm:
      i. Do subcommittees need additional time?
      ii. Which proposals need follow-up with coordinator(s)?
      iii. Adapt timeline (see below)
5. Adjourn Meeting
A2E2 Advisory Committee
Meeting Notes
Monday, April 13, 2015
12:00 PM – 1:00 PM

Members Present: Jeffra Bussmann, Hendrix Erhahon, Jennie Guzman, Buddy James, Jordan Leopold, Ainsley Shallcross, Melany Spielman, Lan Wang, Audrey Katzman (non-voting)

Absent: Michael Ryan Cesena, David Lopez

1. Call to Order
2. Approve Agenda
   • M/S/A Hendrix & Melanie
3. Approve minutes from April 6
   • Deferred until next meeting
4. Discuss AY15-16 Proposals
   a) Subcommittees break off and discuss
   b) Review proposals’ questions and responses
   c) At 12:20pm:
      i. Adapt timeline (see below)
5. Discuss major concerns regarding proposals and what should or not be funded (e.g. Student Assistants)
6. Adjourn Meeting
A2E2 Advisory Committee  
Meeting Notes  
Monday, April 20, 2015  
12:00 PM – 1:00 PM

Members Present: Jeffra Bussmann, Hendrix Erhahon, Jennie Guzman, Buddy James, David Lopez, Ainsley Shallcross, Melany Spielman, Audrey Katzman (non-voting)

Absent: Michael Ryan Cesena, Jordan Leopold, Lan Wang

1. Call to Order
   • Quorum was reviewed (3 students and 3 faculty)
2. Approve Agenda
   • M/S/A Melany & Hendrix
3. Postpone approval of minutes from April 6
4. Continue discussion on any major concerns regarding proposal and what should or should not be funded (e.g. Student Assistants)
   • ECL was also discussed. ECL is for enhancements and may be funded based on an old model. Grad students and post-baccalaureate do pay the student fees.
   • Faculty sponsors will be notified when Deans are notified. They will be told to see their Deans.
   • There was discussion about the committee’s stance on student assistants and the Provost’s support.
5. Discuss and finalize list of accepted proposals and the amount of money for each
   • The committee discussed their thoughts on the proposals from the list.
6. Adjourn Meeting
A2E2 Advisory Committee  
Meeting Notes  
Monday, April 27, 2015  
12:00 PM – 1:00 PM

Members Present: Jeffra Bussmann, Jennie Guzman, Buddy James, Jordan Leopold, David Lopez, Lan Wang, Audrey Katzman (non-voting)

Absent: Michael Ryan Cesena, Hendrix Erhahon, Ainsley Shallcross, Melany Spielman

1. Call to Order  
2. Postpone approval of minutes from April 20  
3. Continue discussion of student assistants  
   • SFSU’s newspaper is self-funded with one paid position for advertising  
   • Different schools handle student assistants’ pay differently  
   • The committee reviewed the spreadsheet of requests  
   • There was discussion about one proposal for phone research  
     o Faculty support grants are an option  
   • Partial funding was discussed  
     o The group wants to notify applicants of why full funding was not awarded  
4. Determine general guidelines in regards to funding of student assistants  
   • Types of student assistants that won’t be funded through A2E2:  
     o Part classwork – graded upon which they will be evaluated for a course  
     o Fully supporting the activity / can’t run without it  
   • Types of student assistants that will be funded through A2E2:  
     o Stage setup that enhances the course (Indirect staff. Short term. Quick, small, necessary work.)  
     o Student is learning valuable career experience from work  
   • Newspapers at other schools will be contacted  
   • Discussion to be continued next week  
5. Adjourn Meeting
A2E2 Advisory Committee
Meeting Notes
Monday, May 4, 2015
12:00 PM – 1:00 PM

Members Present: Jeffra Bussmann, Jennie Guzman, Hendrix Erhahon, Buddy James, Jordan Leopold, David Lopez, Ainsley Shallcross, Melany Spielman, Audrey Katzman (non-voting)

Absent: Michael Ryan Cesena, Lan Wang

1. Call to Order
2. Approve Agenda
   • M/S/A Hendrix & Jeffra
3. Approve minutes from April 6 through April 27
   • M/S/A for April 6 – Melany & Hendrix
   • M/S/A for April 13 – Melany & Jeffra
   • M/S/A for April 20 – Minutes adjusted and approved - Jeffra & Melany
   • M/S/A for April 27 - Minutes adjusted and approved – Melany & David
4. Conclude discussion of student assistants
   • A “Student Assistants” column was added to the Proposal Log
   • Student assistants take up about 1/3 of funds requested
5. Determine general guidelines in regards to funding of student assistants
   • The list made last week for guidelines was reviewed:
     o Not to fund:
       ▪ Course Evaluation: part of their coursework
       ▪ Fully supports an on-going activity (it cannot run without significant student assistant pay/work)
     o To fund:
       ▪ Quick/ small/ necessary work as needed (activity setup)
       ▪ ? If student is a valuable, work-learning experience
   • The committee discussed state-funding vs. student fee-funding
   • Any changes that are made regarding the guidelines will be moved into next year.
   • The subcommittees are to review travel / student assistants in their proposals and determine how they will fund them.
   • Subcommittees should meet during the week to have final recommendations ready for the next meeting
6. Adjourn Meeting