A2E2 Advisory Committee

The A2E2 Advisory Commmittee 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.

DATE	AGENDA	MINUTES
10/19/15	Agenda	Minutes
10/26/15	Agenda	Minutes
11/2/15	Agenda	Minutes
11/9/15	Agenda	Minutes
11/16/15	Agenda	Minutes
11/30/15	Agenda	Minutes
2/1/16	Agenda	Minutes
2/8/16	Agenda	Minutes
2/15/16	Agenda	Minutes
2/22/16	Agenda	Minutes
3/28/16	Agenda	Minutes
4/4/16	Agenda	Minutes
4/25/16	Agenda	Minutes
5/2/16	Agenda	Minutes
5/9/16	Agenda	Minutes
5/16/16	Agenda	Minutes
5/23/16	Agenda	Minutes

A2E2 Advisory Committee

Agenda
November 9th, 2015
12:00pm - 12:50pm, SA 4600

1. Approval of the Agenda
2. Approval of minutes from November 2nd, 2015
3. Unfinished Business:
    a. Action Item - Approval of the Timeline
    b. Discussion Item - 2016-17 Call for Proposals - Review last years' call
    c. Discussion Item - Review Rubric
4. New Business:
5. Adjournment

A2E2 Advisory Committee

Agenda
November 16th, 2015
12:00pm - 12:50pm, SA 4600

1. Approval of the Agenda
2. Approval of minutes from Nov. 9th
3. Unfinished Business:

a. Discussion Item - Review Rubric

4. New Business:

. Discussion Item - Review proposals with existing rubric

i. 15-16.01 GE-Machacek

ii. 15-16.07 PHYS-Helgren

iii. 15-16.05 EES-Craig

5. Adjournment

A2E2 Advisory Committee

Agenda
November 30th, 2015
12:00pm - 12:50pm, SA 4600

1. Approval of the Agenda
2. Approval of minutes from Nov. 23th
3. New Business:
    a. Action Item - Review changes to the Proposal
4. Adjournment

A2E2 Advisory Committee

Agenda
February 1, 2016
12:00pm - 12:50pm, SA 4600

1. Approval of the Agenda
2. Approval of minutes from Nov. 23rd
3. New Business:
    a. Committee membership – New student representative needed
    b. Discussion Item – Review/evaluate 2015-16 proposal with existing rubric & prepare Assessment Plan using 2016-17 Call format
        i. 15-16.05 EES-Craig
    c. FAQs as they relate to field trips, conferences, etc.
    d. Reminders to Colleges – 2016-2017 Call for Proposals
4. Adjournment

A2E2 Advisory Committee

Agenda
February 8, 2016
12:00pm - 12:50pm, SA 4600

1. Approval of the Agenda
2. Approval of minutes from Nov. 23rd
3. New Business:
    a. Committee membership – New student representative needed
    b. Discussion Item – Review/evaluate 2015-16 proposal with existing rubric & prepare Assessment Plan using 2016-17 Call format
        i. 15-16.05 EES-Craig
    c. FAQs as they relate to field trips, conferences, etc.
    d. Reminders to Colleges – 2016-2017 Call for Proposals
4. Adjournment

A2E2 Advisory Committee

Agenda
February 15, 2016
12:00pm - 12:50pm, SA 4600

1. Approval of the Agenda
2. Approval of minutes from Nov. 30th
3. New Business:
    a. Committee membership – New student representative needed
    b. Discussion Item – Review/evaluate 2015-16 proposal with existing rubric & prepare Assessment Plan using 2016-17 Call format
        i. 15-16.05 EES-Craig
    c. FAQs as they relate to field trips, conferences, etc.
    d. Reminders to Colleges – 2016-2017 Call for Proposals
4. Adjournment

A2E2 Advisory Committee

Agenda
February 22, 2016
12:00pm - 12:50pm, SA 4600

1. Approval of the Agenda
2. Approval of minutes from Nov. 23rd, Nov. 30th and Feb 8th
3. New Business:
    a. Committee membership – New student representatives Silvia Ortiz and Annavenessa Aguirre.
    b. Discussion Item – Continue to evaluate rubric
    c. Send reminders to Colleges – 2016-2017 Call for Proposals
4. Additional Items:

5. Adjournment

A2E2 Advisory Committee

Agenda
March 28, 2016
12:00pm - 12:50pm, SA 4600

1. Approval of the Agenda
2. Approval of Minutes from February 22, 2016
3. New Business:
    a. Final dialog regarding proposal rubric.
    b. Student participation – continuing to serve for remainder of AY.
    c. Discussion: 2016-17 Proposals
    d. Groups Break-out
4. Additional Items:

5. Adjournment

A2E2 Advisory Committee

Agenda
April 4, 2016
12:00pm - 12:50pm, SA 4600

1. Approval of the Agenda
2. Approval of Minutes from March 28, 2016
3. New Business:
    a. Any necessary updates on proposals and calendar confirmations
    b. Groups Break-out
4. Additional Items:
5. Adjournment

A2E2 Advisory Committee

Agenda
April 25, 2016
12:00pm – 1:00pm, SA 4600a

1. Approval of the Agenda
2. Approval of Minutes from March 28, 2016 and April 4, 2016
3. New Business:
    a. Proposal Review and Discussions
4. Additional Items:
5. Adjournment

A2E2 Advisory Committee

Agenda
May 2, 2016
12:00pm – 1:00pm, SA 4600a

1. Approval of the Agenda
2. Approval of Minutes from March 28, 2016 and April 4, 2016
3. New Business:
    a. **Proposal Review and Discussions**
4. Additional Items:
5. Adjournment

A2E2 Advisory Committee

Agenda
May 9, 2016
12:00pm – 1:00pm, SA 4600a

1. Approval of the Agenda
2. Approval of Minutes from March 28, 2016, April 4, 2016 and May 2, 2016
3. New Business:
    a. **Continued Proposal Review and Discussions**
4. Additional Items:
5. Adjournment

A2E2 Advisory Committee

Agenda
May 16, 2016
12:00pm – 1:00pm, SA 4600a

1. Approval of the Agenda
2. Approval of Minutes from March 28, 2016, April 4, 2016, May 2, 2016 and May 9 2016
    - M/S/A:
3. New Business:
    a. **Continued Proposal Review and Discussions**: Begin at Proposal #16
4. Additional Items:
5. Adjournment

A2E2 Advisory Committee

Agenda
May 23, 2016
12:00pm – 1:00pm, SA 4600a

1. Approval of the Agenda
2. Approval of Minutes from May 16, 2016
    - M/S/A:
    - Quorum was made at:
3. New Business:
    a. **Continued Proposal Review and Discussions**: Begin at Proposal #16
4. Additional Items:
5. Adjournment

A2E2 Advisory Committee
Meeting Notes
Monday, October 19, 2015
12:00-1:00pm (SA 4600A)

Members Present: Janeesha Jones, Luis Cardenas, David Lopez, Stacy Acosta, Buddy James, Dana Edwards, Helen Zong, Audrey Katzman (non-voting) and Kevin Rojas

Absent: Paul Carpenter and vacant CBE representative

1. Convene - Call to Order & introductions
2. Approve Agenda
   - M/S/A Lopez & Cardenas
3. Reviewed existing Policies and Procedures
   - No approval needed on policy document; let's review and discuss next meeting and discuss student schedules and challenges
   - Start with Student Success Fees
   - Previous meeting Minutes are live and on line
4. Election of 2015-16 Committee Chair
   - David Lopez nominated Buddy James as Committee Chair
   - Discussion ensued about co-chairs in early 2014-15, one faculty member, one student.
   - Luis Cardenas self nominated as Co-Committee Chair
   - With no other nominations brought forward Committee approved James and Cardenas as Co-Chairs for 2015-16
5. Review of 2015-16 EIRA/ECL awards
   - Committee received a copy of the 2015-16 EIRA/ECL awards

Committee Dialog

6. Discussed the pilot program on eText this year with the Freshman class

7. Discussed forthcoming call from the Office of the Provost for final reporting on 2014-15 funded proposals on how the fee worked for them (these reports will be shared with the Committee using Google Drive)

8. Discussed preparing the call for 2016-17 proposals; working on updating the A2E2 website (update Advisory Committee members etc).

9. Q: How might the new Provost impact this committee and its' direction on fees? It was decided to invite Dr. Carolyn Nelson, Interim, Provost to an upcoming meeting as her schedule permits.

10. Discussed A2E2 origination via C.O. Executive Order; *** E-Texts => this year with roll forward funds, Freshman class has E-Texts GE

11. David Lopez noted that ASI Board to use campus "horizon" emails to communicate; come Spring 2016 this committee will be swamped evaluating the proposals.

12. Luis Cardenas Q: With regards to eText pilot, how is feedback going to be obtained? Audrey Katzman stated that Nancy Thompson is the Faculty member now in that area and suggested that she be invited to an upcoming meeting.

13. Dana Edwards Q: Are there any other carry overs from last year? Can proposals that were not eligible be revised and resubmitted? Are there resubmission restrictions? Audrey Katzman responded that all unexpended funds are retained centrally and used with current year fees to award for the new year. Proposals may be revised and resubmitted the following year however, most proposals that were not accepted were for requests that didn't fall within the EIRA and ECL guidelines.

14. Audrey Katzman: A2E2 = 1 fund with 4 categories: 1) EIRA, 2) ECL, 3) UAP (Peer Mentor $ comes from here) and 4) IREE (each college has their own committee on these funds). When the full budget that was funded wasn't used in the year, it is a good idea to look into why that happened. There are limited resources and they are distributed as best we can.

15. Janeesha Jones asked about the absences of CBE faculty representative – She plans to reach out to the Associate Dean of the college.

16. Buddy James: when we put together the call documents for 2016-17, we need to make clear the information we need as well as the information we don't. He suggested that the group review some of the older proposals – noting that some are very concise while others are very lengthy.

17. Mid November – expect final reports back on 2014-15; The call will include a section on "other comments" where they can report on successes and budget notes.

18. Like lottery funds, A2E2 funds are for support, enhance and enrich activities, not to supplant them.

19. <u>Next meeting</u>
    - Agreed to meet every Monday for the time being

20. <u>Future Meeting Topics for Discussion:</u>
    - The Pioneer Newspaper – to what extent does EIRA/ECL support it?
    - Review model of funding, allowable expenses, expense caps
    - Go through annual cycle/calendar for the Committee
    - Review/modify 2015-16 Call for 2016-17 Call for EIRA/ECL

A2E2 Advisory Committee

Meeting Notes
Monday, October 26, 2015
12:00 pm – 1:00 pm, SA 4600

Members present: Stacey Acosta, Luis Cardenas, Paul Carpenter, Dana Edwards, Buddy James, Janeesha Jones, David Lopez, Kevin Rojas, Helen Zong, Audrey Katzman (non-voting)

Members absent: Steve Peng

1. Welcome to newest member & Introductions
   - The committee welcomed Paul Carpenter from Kinesiology.
2. Approve Agenda
   - M/S/A Jones & Rojas with order of discussion of 5 & 6 reversed.
3. Approve minutes from October 19, 2015 meeting
   - M/S/A Jones & Edwards with minor edits to lines 15 & 18
4. Review FAQs
   - The committee reviewed FAQs, discussed content and began to make modifications/additions to the document. Katzman will update document with "track changes" and the review will continue at the next meeting.
5. Review Existing Policies & Procedures (modify and/or approve)
   - Modifications will be made to sections 5.0 and 7.0 to add the option of having Co-chairs of the committee. Katzman will update document with "track changes" and the review will continue at the next meeting.
6. 2016-17 Call for Proposals – Review last years' call
   - Discussed how the review process works within the committee.
     - Each year is looked at with a fresh set of eyes
     - Historic information is taken into account in the evaluation process
     - The merit of the proposal
     - Discussion highlighted that FAQ should include statement that Proposals may be posted publically.
     - Committee will review evaluation rubric used last year at next meeting.
7. Proposed Time Line for 2015-16
   - Deferred to the next meeting
8. Next Meeting Date(s)
   - Committee will reconvene on Monday November 2nd
9. Topics for discussion
   - Review/modify EIRA/ECL guidelines
   - Allowable expenses
   - Expense caps
   - Added 10/26 – Marketing the programs/activities supported by the fee

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A2E2 Notes: November 2nd 2015

Members Present: Luis Cardenas, Buddy James, Dana Edwards, Paul _____, Steve Peng, Janeesha Jones, Stacey Acosta, Helen Zong

Approval of the Agenda: Motion passes

No need to approve amended agenda

Approval of minutes from Oct. 26, 2015: Approved

Action Item- Approval of Poli. And Proc.: Approved

Action Item – FAQ's: Amending a generic date; March 6th in order to not review every year. Janeesha: Amend March 6th and replace with "deadline" (Motion Carries)

NEW BUSINESS:

Discussion Item – Call for proposal

Buddy: We look at all of the proposals through the lens of the rubric. The rubric will be used to start the discussion. Within the next month we will run some proposals using the rubric so that the Committee gets some hands-on experience.

- Committee begins to review last years' call proposal page by page.

Paul: EIRA and ECL are very different things with different requirements.
Janeesha: We must assure that proposals have the A2E2 stamp. Perhaps we can receive a copy of the final advertising with the logo.
Buddy: We looked into having ASI create a logo for the A2E2.
Buddy: Evaluating proposals is confidential, and Audrey is our buffer who deals with Faculty questions and concerns.
Buddy: Discussion has taken place regarding considering some funding on a 3 year approval with the ability to review when necessary.
Paul: Unless there is no way to check the criteria, such as outside funding sources, what is the point of having it in the proposals.
Buddy: something Audrey might be able to address.
Buddy: Historically, some programs that were funded by IRA, like theatre, would not be able to have shows without the fees. EIRA began requiring/ pushing for proof of self-reliance, yet no institutional support to show self-reliance. There is a difference between courses and programs. Raises a question of self-reliance.
Paul: Need to define degree program v. program.
Finished reviewing until page 6.

A2E2 Advisory Committee

Meeting Minutes
Monday, November 09 2015
12:00 pm – 1:00 pm, (SA 4600)

Members present: Stacey Acosta, Luis Cardenas, Paul Carpenter, Dana Edwards, Buddy James, Janeesha Jones, David Lopez, Kevin Rojas, Helen Zong, Steven Peng and Audrey Katzman (non-voting)

Members absent: Kevin Rojas and Janeesha Jones

1. Approve 11/9/15 Agenda
   - M/S/A: Carpenter and Lopez
   - Approved "draft" Policy & Procedures – A Katzman will print for committee signatures.

2. Approve minutes from November 2, 2015 meeting
   - M/S/A: P Carpenter and S Peng
   - Also noted was the "Timeline" document; simple changes with the dates on the form. This is to be reviewed at the next meeting as we are looking for a December 1st to get the call out.

3. Review 2016-17 Call for Proposals
   - The committee reviewed the 2015-16 Call document, discussed cover page and adding a place for the Department Chair to sign off next to the Dean. A reminder was made for everyone to be sure that if the cover page contains comments on the proposal and that this information is considered confidential/private.
   - Page 6 was discussed "Attachment A", it is important to keep funding sources clear. A Katzman will have the FAQs document updated to explain it better, with "track changes" and the review will continue at the next meeting.
   - "Attachment B – Detailed Budget Request" This is the heart of the proposal review process. Also discussed with regard to The Pioneer newspaper and conventions (A Katzman to edit here as well for further group review on ECL Course Fee, Travel Expenses => In-State). Personnel Services area, questions do come up. Student per diem was also mentioned (Music Dept prepares budget and give students $$ in hand). B James to propose a set daily amount for food w/out receipts. After, Audrey K. can discuss with Accounting.
   - Page 7 "Attachment A" - assessment was discussed. Noting that each department handles assessments differently. A Katzman will upload all 2015-16 proposals and share with the group to review so that a few can be chosen to run against the rubric at the next meeting.
   - Final Reports for funding 2014-15 that A Katzman is receiving – some are better at self-assessing than others. Then, on to "Attachment D" on page 14 to review samples. Question: How do we connect assessment to the materials being taught in class? We need to fix our example of assessment and P Carpenter has agreed to review and inform the committee.

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- Page 8 "Student Involvement" – some list every student who could possibly get involved and we don't know who is directly participating this year and/or the next.
- Discussed changing Pg. 8 Attachment A- Marketing/Branding to indicate what recipients agree to present to their students. Let's add "Receipt of Funding". Funds contributed by A2E2 with a logo of some sort. Ex: "fueled by or powered by A2E2". Lopez would look into have an ASI student assistant to try to put something together by the end of November for the committee to review.

4. Review Page 11 (Attachment C: Progress Report)
   - It is important to list any modification to understand what monies they have and how they are spending it.
   - For the call for Final Reporting for last year, the Provost asked for a narrative from recipients.

5. Next Meeting Date(s)
   - Committee will reconvene on Monday, November 16th
6. Topics for discussion
   - Review rubric
   - Review edited documents

7. Adjourn: Lopez/Zong

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A2E2 Advisory Committee

Meeting Minutes
Monday, November 16 2015
12:00 pm – 1:00 pm, (SA 4600)

Members present: Stacey Acosta, Luis Cardenas, Paul Carpenter, Dana Edwards, Buddy James, Kevin Rojas, Helen Zong, Steven Peng and Audrey Katzman (non-voting)

Members absent: David Lopez and Janeesha Jones

1. Approve 11/16/15 Agenda (quorum did not occur until 12:16pm)
   - M/S/A: S Peng and H Zong

2. Approve minutes from November 9, 2015 meeting
   - M/S/A: S Peng and S Acosta

3. Unfinished Business Discussed - Rubric
   - The committee reviewed the Rubric. B James: this was essentially a discussion tool used last year. There were points although not weighted – essentially used as a check-list and it was very helpful in answering questions.
   - A Katzman: all proposals got some funding. Only if the proposals were outside the EIRA/ECL criteria those did not receive funding. Ex: we could justify 8 students vs 20 going on a field trip. Funding amounts were reduced to try to distribute funds and see that students got the benefit(s) of the proposal.
   - B James: We used numbers to list the score – full points got all or most of their funding request (so the document was helpful)
   - P Carpenter: The rubric must be edited; What is the purpose of these funds and must align and follow with the rubric. "Additional" and "Enhance"should equal the elements of the rubric. Start with the purpose of the funds. How does the proposal relate to the purpose of the funds??
   - P Carpenter: ECL money cannot be enhanced; the activity must align with the learning outcomes. What are the markers/factors? What do they align with? How do these enrich? Are they feasible?
   - H Zong: Follow the rubric. If it needs to be changed, change it. Define what we want to see in the proposals.
   - Address Part 2 of the grid. The rid helps people hone in and clarify. 1) address clarity of the description and 2) (Attachment A part2) Has the faculty thought about it?
   - A Katzman: in the call for final reporting => the original proposal was sent for review and to see if it really worked
   - P Carpenter: First, it must be streamlined and then they can report out as to how it determined if it was a success. The "how" equals the data and marks of success.
   - D Edwards: Yes, show how well it does. Is it a viable program? EX: the Geological proposal was not written well.
   - S Acosta: Agreed it was a poorly written proposal. BUT was a student and took this fieldtrip – the course was good.

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- H Zong: Rewrite the evaluation criteria; not fair for faculty to shorten the response time. Get to the point, get it done and move on. This committee is not efficient. It is a disservice to students and faculty to push out the call date.

4. Next Meeting Date(s)
    - Committee will reconvene on Monday, November 23rd

5. Topics for discussion – Unfinished Business
    - Continued review rubric
    - December 1st call date

7. Adjourn: S Peng and B James

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A2E2 Advisory Committee

Meeting Minutes
Monday, November 23 2015
12:00 pm – 1:00 pm, (SA 4600)

Members present: Stacey Acosta, Janeesha Jones, Paul Carpenter, Buddy James, Kevin Rojas, Helen Zong, Steven Peng and Audrey Katzman (non-voting)

Members absent: David Lopez, Luis Cardenas and Dana Edwards

1. Approve 11/16/15 Agenda (*quorum did not occur until 12:23pm*)
   - M/S/A: B James and

2. Approve minutes from November 9, 2015 meeting
   - M/S/A: (will save for when Luis returns)

3. Off the books conversation prior to quorum:
   - A Katzman shared that the annual evaluations coming in to her were due on 11/20/2015.
   - The committee talked again about the Rubric and while needed, it does not go out to faculty.
   - The call document for 2016-17 was reviewed (based upon the annotated version by Luis and Buddy). Edits made were: the dates on the document to reflect for proposals for next AY; the evaluation criteria was changed ("e" would be added to "a"; also for "b" objectives -> outcomes; to "f", change to direct/indirect benefit.
   - H Zong: shared that she appreciates and believes in this committee to move forward on this document to get it approved and out to faculty by 12/1/15.

4. Next Meeting Date(s)
   - Committee will reconvene on Monday, November 30th

5. Topics for discussion – Unfinished Business
   - Co-chairs to sign off on Policies and Procedures document
   - Review the edits to the Call 2016-17 document from B James/L Cardenas annotated document.

7. Adjourn: B James

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A2E2 Advisory Committee

Meeting Minutes
Monday, November 30 2015
12:00 pm – 1:00 pm, (SA 4600)

Members present: Paul Carpenter, David Lopez, Luis Cardenas, Kevin Rojas, Dana Edwards, Helen Zong, Buddy James and Audrey Katzman (non-voting)

Members absent:
Janeesha Jones, Stacy Acosta, Scott Peng

1. Approve 11/30/15 Agenda (*quorum did not occur until 12:16pm*)
   - M/S/A: B James and

2. Approved to table the Minutes from November 23, 2015 meeting
   - M/S/A: L Cardenas and D Lopez (will save for the next meeting 1/25/2016).
   - Co-chairs signed off on the revised A2E2 Policy and Procedures document and will be signed off by the Interim Provost. This will later uploaded on to the A2E2 website.

3. Reviewed the latest 2016-17 Call Document:
   - A Katzman shared the latest revision of the document with the group and it was reviewed page by page.
   - L Cardenas noted that the revisions were mainly grammatical in nature and moved to have the group accept the changes M/S – the group gave "aye" vote
   - D Lopez brought the A2E2 logo for the group to review – the group approved. He will send it over to A Katzman for inclusion on the latest Call Document.
   - Academic Affairs will send out the Call document

4. Next Meeting Date(s)
   - Committee will reconvene on Monday, January 25, 2016

5. Topics for discussion – Unfinished Business
   - Approve the "draft" Minutes from November 23 and 30, 2015

7. Adjourn: B James

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A2E2 Advisory Committee

Meeting Minutes
Monday, February 08, 2016
12:00 pm – 1:00 pm, (SA 4600)

Members present: Paul Carpenter, Janeesha Jones, Steve Peng, Dana Edwards, Buddy James and Audrey Katzman (non-voting) NOTE: Welcome new student representatives: Silvia Ortiz, ASI and CBE Senator and Anavenessa Aguirre, ASI Director of Wellness

Members absent:
David Lopez, Stacy Acosta, Helen Zong

1. Approval of the 2/8/2016 Agenda
   - M/S/A: **B James** and **J Jones**
   - A Wade to remove L Cardenas and K Rojas from Google Drive where A2E2 documents are kept. Send invites to the new members S Ortiz and A Aguirre as they will review proposals and other documents prior to next meeting.

2. Approve 11/23/2016 and 11/30/15 Agenda (*quorum did not occur until 12:16pm*)
   - Tabled until next meeting (2/22)
   - **A Katzman** discussed the Communication Department's recent revised proposal request to use a a portion of 2015-16 funding for students to attend NorCal debate conference.
   - M/S/A=> budget approved with adjustment of $30/day/student per diem for food (A2E2 travel guideline) (**P Carpenter** and **A Katzman**) get away from requiring receipts – adds funds to opportunities for students

3. Reviewed the EES Proposal/Rubric Criteria (see attached :
   - **B James**: Is it applicable to EIRA/ECL?? Yes - with fees $50 or less.
   - Section A – Relation to Program: **P Carpenter**: it is a broad description/ Student learning outcomes are not well aligned with activities – looking for more program objectives.
   - Section B - Clarity: **B James and P Carpenter**: Not a (3) for clarity; it is not articulated enough. What is the value?
   - Section C - Feasibility: **J Jones and B James**: this looks OK. **J Jones**: ASI uses an e-form to breakdown funds/travel etc.
   - Section D – Plan for Assessment: **P Carpenter**: New Attachment – their plan told me nothing. Without data to back it up there can be no results.
   - Section E – Depth & Breadth: **P Carpenter**: Beyond the classroom? **D Edwards**: Personal experience vs. digital experience? Student Rep **S Ortiz**: this fieldtrip was helpful to her course experience.
   - Section G – Expenses: **B James**: they did everything to spread the funds out.
   - Section H – Anticipated EIRA/ECL:
   - Send a note to encourage the Deans to look at the rubric.

4. Next Meeting Date(s)
   - Committee will reconvene on Monday, February 22, 2016

5. Topics for discussion – Unfinished Business
   - Approve the "draft" Minutes from November 23 and 30, 2015

7. Adjourn: B James

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A2E2 Advisory Committee

Meeting Minutes
Monday, February 22, 2016
12:00 pm – 1:00 pm, (SA 4600)

Members present: David Lopez, Janeesha Jones, Stacey Acosta, Silvia Ortiz, Paul Carpenter, Helen Zong, Steve Peng, Buddy James and Audrey Katzman (non-voting)

Members absent:
Anavenessa Aguirre and Dana Edwards

1. Approval of the 2/22/2016 Agenda and Future Dates:
   - M/S/A: **B James** and **J Jones**
   - The members approved the "draft" Minutes from the following meetings: November 23 and 30, 2015 and Feb 8, 2016. **M/S/A**: B James and J Jones.
   - A Wade to correct 2/8/16 Minutes (on the review of Agenda Item 3: EES Proposal section A & D).
   - 2/29/16 Meeting – Cancelled as ASI meets with the President.
   - 3/14/16 begins Finals Week.

2. Discussion on the Upcoming Proposals:
   - A2E2 Proposals are due: March 4, 2016 for 2016-17 funding
   - Divide the committee member into three (3) groups as noted here; two shall have 3-members and one shall have 4-members: (**1**) D Lopez, H Zong, P Carpenter and (**2**) B James, J Jones, A Aguirre and (**3**) D Edwards, S Acosta, S Peng and S Ortiz
   - Meet initially as a Advisory Committee on March 28, 2016 – then breakout into small groups. The proposals will be collected by A Katzman, posted in the shared drive and divided up amongst the groups to report back on.

3. Discussion on Proposals – they will arrive prior to next meeting March 28th:
   - How to streamline any large proposals using the rubric at the next meeting.
   - Analyze each proposal by activity.
   - Will proposal provide infrastructure?
   - Support funds should be written into the proposals.
   - For example, if funds are reduced in a proposal, we need to explain why A2E2 Advisory Committee did the reduction – there is a finite amount of money available. Again, this is supplement NOT supplant.

4. Next Meeting Date
   - March 28, 2016

5. Topics for discussion – Unfinished Business
   - Confirm ASI Student membership for the balance of the Academic Year

7. Adjourn: B James

A2E2 Advisory Committee

Meeting Minutes
Monday, March 28, 2016
12:00 pm – 1:00 pm, (SA 4600)

Members present: David Lopez, Stacey Acosta, Anavenessa Aguirre, Dana Edwards, Buddy James, Helen Zong, Paul Carpenter, Steve Peng and Audrey Katzman (non-voting)

Members absent: Janeesha Jones and Silvia Ortiz

1. Approval of the 3/28/2016 Agenda and Future Dates:
   - M/S/A: **B James**
   - The members approved the "draft" Minutes from the following meeting: February 22, 2016. **M/S/A**: the members at large agreed
   - The small groups met to arrange calendars to review 2016-17 Proposal; (NOTE: Small groups are (**1**) D Lopez, H Zong, P Carpenter and (**2**) B James, J Jones, A Aguirre and (**3**) D Edwards, S Acosta, S Peng and S Ortiz
   - Two students A Aguirre and S Ortiz are to confirm this week as to their Spring Quarter participation and moving forward in small group to review proposals.
   - D Lopez to confirm the next ASI meeting with the President for this quarter

2. Dates Looking ahead:
   - No A2E2 Meeting scheduled for **4/18/2016** given the CFA pending strike (the meeting room will be open and available just in case members can meet in small groups
   - No Meeting on Monday, **5/30** in observance of Memorial Weekend
   - Spring Quarter – ASI meets with the President – TBD
   - Monday, 4/25 and 5/2: Group discussions and we may want to invite some folks in to speak about their proposals; *Reminder*: Contents/Comments from Department Chair and Dean are strictly confidential
   - The proposals are due to the Interim Provost on Friday, May 6th

3. Next Meeting Date
   - Monday, April 4, 2016 - SA4600A is reserved as a space to review proposals in small groups.

4. Topics for discussion – Unfinished Business

7. Adjourn: B James

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A2E2 Advisory Committee

Meeting Minutes
Monday, April 4, 2016
12:00 pm – 1:00 pm, (SA 4600)

Members present: Stacey Acosta, Janeesha Jones, Dana Edwards, Buddy James, Paul Carpenter, Steve Peng

Members absent: Helen Zong, David Lopez, Silvia Ortiz, Audrey Katzman (non-voting)

1. Approval of the 4/4/2016 Agenda and Future Dates:
   - M/S/A: **B James**
   - Quorum was not made at this meeting leaving the "draft" Minutes from 3/28/16 for the next meeting noted below.
   - The small groups met to to review 2016-17 Proposal; (NOTE: Small groups were (**1**) B James, J Jones and (**2**) D Edwards, S Acosta, S Peng. Paul Carpenter attended briefly as no other members of his group came to meet.
   - Student representative, Silvia Ortiz will join the group with J Jones and B James at the next meeting.

2. Dates Looking ahead: Continued from 3/28/16 meeting
   - No A2E2 Meeting scheduled for **4/18/2016** given the CFA pending strike (the meeting room will be open and available just in case members can meet in small groups
   - No Meeting on Monday, **5/30** in observance of Memorial Weekend
   - Spring Quarter – ASI meets with the President – TBD
   - Monday, 4/25 and 5/2: Group discussions and we may want to invite some folks in to speak about their proposals; *Reminder*: Contents/Comments from Department Chair and Dean are strictly confidential
   - The proposals are due to the Interim Provost on Friday, May 6th

3. Next Meeting Date
   - Monday, April 11, 2016 - After brief committee check-in, SA4600A is reserved as a space to review proposals in small groups.
   - **Official calendared A2E2 meeting is: Monday, April 25th**

4. Topics for discussion – Unfinished Business
   - The "draft" Minutes from the meeting: March 28, 2016 and April 4, 2016 need to be approved.
   - D Lopez to confirm the next ASI meeting with the President for this quarter

7. Adjourn: B James

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A2E2 Advisory Committee

Meeting Minutes
Monday, April 25, 2016
12:00 pm – 1:00 pm, (SA 4600)

Members present: Buddy James, Dana Edwards, Helen Zong, Paul Carpenter, Stacey Acosta

Members absent: David Lopez, Silvia Ortiz, Janeesha Jones, Steve Peng and Audrey Katzman (non-voting)

1. Approval of the 4/4/2016 Agenda and Future Dates:
   - M/S/A: **N/A** Quorum was not made at this meeting leaving the "draft" Minutes from 3/28/16 for the next meeting noted below.
   - The members that were present unofficially went over briefly their questions/concerns about their proposal their small groups were to review.
   - Student

2. Dates Looking ahead: Continued from 4/25/16 meeting
   - No Meeting on Monday, **5/30** in observance of Memorial Weekend
   - The proposals are due to the Interim Provost on Friday, May 6th

3. Next Meeting Date
   - **Official calendared A2E2 meeting is: Monday, May 2nd**

4. Topics for discussion – Unfinished Business
   - Approval of Meeting Minutes: 3/28, 4/11, 4/25 .
   - Further review and discussion of various proposals

7. Adjourn: B James

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A2E2 Advisory Committee

Meeting Minutes
Monday, May 2, 2016
12:00 pm – 1:00 pm, (SA 4600)

Members present: Buddy James, Steve Peng, Helen Zong, David Lopez, Paul Carpenter, Stacey Acosta, Silvia Ortiz and Audrey Katzman (non-voting)

Members absent: Dana Edwards, Janeesha Jones

1. Approval of the 5/2 Agenda carried over from 4/25/16 Agenda and Future Dates:
   - Quorum was made at this meeting and the members that were present and it was M/S/A B James and approved by all present that the following Proposals for 2016-17 are approved: 2, 5, 14, 17, 18, 19, 20, 21, 29, 30, 32, 33, 36, 41, 42, 43, 47, 48, 49 and 50.
   - The members present discussed concern with Proposals numbered: 23, 24, 25, 26, 27 – more to review next meeting on 5/9/2016. It was mentioned that it would likely take another meeting to review and present to the Interim Provost for review and consideration.

2. **Dates Looking ahead: Continued from May 2, 2016 meeting**
   - No Meeting on Monday, **5/30** in observance of Memorial Weekend
   - The proposals are due to the Interim Provost on Friday, May 6th

3. **Next Meeting Date**
   - **Official calendared A2E2 meeting is: Monday, May 9th**

4. **Topics for discussion – Unfinished Business**
   - Approval of Meeting Minutes: 3/28, 4/11, 4/25 and 5/2 .
   - Further review and discussion of various proposals

7. **Adjourn: B James**

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A2E2 Advisory Committee

Meeting Minutes
Monday, May 9, 2016
12:00 pm – 1:00 pm, (SA 4600)

Members present: Buddy James, Steve Peng, Helen Zong, David Lopez, Paul Carpenter, Stacey Acosta, Silvia Ortiz, Dana Edwards and Audrey Katzman (non-voting)

Members absent: Janeesha Jones

1. Approval of the 5/2 Agenda carried over from 4/25/16 Agenda and Future Dates (not discussed):
   - B James initiated an informal "white board" discussion to consider for purposes of efficiency, that consideration of (Guest Artists/Lecturers and trips) – (Student Assistant/Help and Staff issues) be discussed separately and then a quadrant (Programs: Art, Comm, Music, Theatre/Dance and Museum) be viewed as a group to itself
   - Quorum was made at this meeting at 12:09pm
   - The members present discussed the following:

Proposals that were **"cut": #1 and #12** (Carpenter/Katzman) will move to present to Provost for separate funding
Proposal(s) to be **"tabled": #3**
Proposals Approved and/or Adjusted: #4, 5, 6, 7, 8, 9, 10, 11, 13, 14, and 15

   - It was noted that it would likely take another meeting to review and present to the Interim Provost for review and consideration would be late.

2. **Dates Looking ahead: Continued from May 2, 2016 meeting**
   - No Meeting on Monday, **5/30** in observance of Memorial Weekend

3. **Next Meeting Date**
   - **Official calendared A2E2 meeting is: Monday, May 16th**

4. **Topics for discussion – Unfinished Business**
   - Approval of Meeting Minutes: 3/28, 4/11, 4/25 and 5/2 .
   - Further review and discussion of various proposals

7. **Adjourn: B James**

A2E2 Advisory Committee

Meeting Minutes
Monday, May 16, 2016
12:00 pm – 1:00 pm, (SA 4600)

Members present: Buddy James, Steve Peng, Helen Zong, David Lopez, Paul Carpenter, Stacey Acosta, Silvia Ortiz, Dana Edwards and Audrey Katzman (non-voting)

Members absent: Janeesha Jones (noted as resigned Mar2016)

1. Approval of the 5/16 Agenda):
   - B James initiated and the group continued with moving through the proposals and leaving the "white board" discussion to consider for purposes of efficiency, that consideration of (Guest Artists/Lecturers and trips) for the next meeting (Art, Comm, Music, Theatre/Dance).
   - The Meeting Minutes from; 3/28, 4/4 and 5/9 were M/S/A BJames and PCarpenter and Approved by all present (Noted, D Edwards indicated he was in attendance to edit 5/9 to reflect as such)
   - Quorum was made at this meeting at approximately 12:15pm
   - The members present discussed the proposal beginning with #16 and following with:

Proposals that were **"cut": #24 (game jam), 52 (Math books), #?? Comm Advertising proposal;**
Proposal(s) to be **"tabled": #3, 22 Museum, 26, 35, 36, 37, 38, 39, 40, 44**
Proposals **Approved and/or Adjusted**: **16, 18, 27, 34, 45, 51, 53, 54,**

   - AKatzman: regarding **#52**, she will speak with Olkin on the Math workbooks
   - Akatzman: regarding **#44** Stempel (SOCI) proposal should belong with ORSP; serious concerns for wages for students.
   - DEwards: regarding **#45** Payne (SOCWK) "student lobby day": No assessment plan; How effective would it be? We do see merits of the proposal.
   - PCarpenter: regarding **#53** Nursing "supplies" How are these funds defined?? There are differences across the colleges and there is the issue of what "is" required.
   - SPeng commented about reviewing what is sustainable funding (Theatre/Dan $190k???) Make sure it is not fees from students from other programs.
   - DLopez informed the group that student member, Janeesha Jones had resigned her role on A2E2 early in the Spring Quarter some time in March.

2. **Dates Looking ahead:**
   - No Meeting on Monday, **5/30** in observance of Memorial Weekend

3. **Next Meeting Date**
   - **Official calendared A2E2 meeting is: Monday, May 23rd**

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4. Topics for discussion – Unfinished Business

- Move through the big group of proposals
- Approval of Meeting Minutes: 5/16/16 .
- Further review and discussion of various proposals

7. Adjourn: B James

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