A2E2 ADVISORY COMMITTEE FOR ECL AND EIRA FUNDS

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 for ECL an EIRA funds will operate.
- Evaluating EIRA/ECL 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.

Advisory Committee 2016-2017

Faculty Representatives
Carpenter, Paul, Faculty (2015-2017)
Committee Co-Chair
College of Letters, Arts, & Social Sciences
Edwards, Dana, Faculty (2015-2017)
University Library
James, Buddy, Faculty (2014-2017)
College of Letters, Arts, & Social Sciences
Loveland, Robert, Faculty (2016-2017)
College of Business & Economics
Zang, Helen, Faculty (2015-2017)
College of Science

Student Representatives
Louis Casillas Ramos, ASI V.P., University Affairs
Hendrix Erhahon, ASI President (co-Chair)
Reza Khorasani, ASI V.P., Finance
Karen Parada, ASI V.P., Communications
Samatha Quiambao, ASI Executive Vice President

Meeting Agendas and Minutes

2016-2017

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http://www.csueastbay.edu/a2e2/advisory-committee/index.html
1. Review of Membership and Introductions:
   Edwards, Dana, Faculty (2015-2017) University Library
   James, Buddy, Faculty (2014-2016) College of Letters, Arts, & Social Sciences
   Loveland, Robert, Faculty (2016-2017) College of Business & Economics
   Zong, Helen, Faculty (2015-2017) College of Science
   Hendrix.erhahon@csueastbay.edu: Hendrix Erhahon
   squiambao2@horizon.csueastbay.edu: Reza Khorasani
   lramoscasillas@horizon.csueastbay.edu: Karen Parada

   Convener: Linda Dobb, Associate Provost

2. Review of Documents and the Committee Charge:
   Create the call for proposals for EIRA (Instructionally related activities)
   Review the fee structure
   Review the proposals received

3. Election of a Chair

4. Meeting Schedule for Winter 2017

5. Call for proposals, Review of Application form

6. Questions?

7. For the good of the order
A2E2 Committee
Agenda
November 30, 2016

1. Introductions (All)
2. Reminder of our Charge (Dobb)
3. New Application Forms for 17-18 submittals (Dobb/James/Carpenter)
4. Consideration of a Modification to a proposal from last year (James)
5. Meetings Next Year, Mondays 10:30-12:00
6. A Chair of the Committee?
7. For the Good of the Order
1. 81 proposals were received
2. Groups to review the proposals were established:
   Group 1: CLASS (33)
   Karen (ASI) -- kparada3@horizon.csueastbay.edu
   Reza (ASI) -- rhorasani@horizon.csueastbay.edu
   Paul (Faculty) -- Paul.carpenter@csueastbay.edu
   Robert (Faculty) -- Robert.loveland@csueastbay.edu

   Group 2: CEAS + Undergraduate Studies
   Hendrix (ASI) -- hendrix.erhahon@csueastbay.edu
   Buddy (faculty) -- buddy.james@csueastbay.edu
   Helen (Faculty) -- Helen.zong@csueastbay.edu

   Group 3: Business + Science
   Dana (Faculty) -- Dana.edwards@csueastbay.edu
   Samantha (ASI) -- Squiambao2@horizon.csueastbay.edu
   Louis (ASI) -- lramoscasillas@horizon.csueastbay.edu

3. Members asked if they could have everything electronically and for all groups. Linda agreed to distribute memory sticks with the information on them.
4. Group agreed to try and finish their reviews by April 20, 2017
5. Student member(s) are permitted to attend via phone if quorum cannot be met any other way.
1. Group reviewed, again, the recommendations for A2E2 EIRA/ECL funding. Although the group was asked to try and keep the total amounts awarded to 1 million dollars, this was not possible. Final total was: $1,063,061

2. Group discussed possibly cutting the number of students down from 59 as required in the bylaws to 3 but decided against the change. Samantha Q., who was on this year’s committee, will also be on in 2017-18 as President of ASI. She will try to get the College Senators to serve as the A2E2 members.

3. DEBRIEF: Group gave suggestions for next year’s application and what to tell applicants:
   a. Student travel should be limited to 5 students per trip; some consideration should be given to whether or not the students are presenting or just networking
   b. All proposals must be strictly itemized; committee cannot guess at expenditures
   c. No laptops will be funded
   d. Requesting funding for staff positions is discouraged; using contractors is ok.
   e. Please identify the guest speakers; keep the amounts spent to bring them here reasonable
   f. All individuals asking for funds for Field Trips are advised to first consult the University’s Field Trip policy: [http://www.csueastbay.edu/af/departments/risk-management/risk/field-trip/](http://www.csueastbay.edu/af/departments/risk-management/risk/field-trip/)
   g. Funds requested for food will be, for the most part, declined
   h. Funds requested for tee-shirts, giveaways, etc., will be, for the most part, declined
   i. Funds requested for printing of posters, handouts, etc., will be, for the most part, reduced
   j. Consider a flat dollar amount limitation to subsidize student travel? $300 in-state; $600 out?
   k. Units that make money should use that money first and then request funds for what cannot be covered by revenue.
   l. Limit the amount requested for student assistantships: detail exactly what positions must be funded and what the duties are of those positions.
   m. Units should be aware that ASI also has some funding to help students travel

Application should emphasize: What does the proposal do to further Student Success (graduate students in 4 or 2 years; cut the achievement gap). Take out the learning outcomes

Let certain units know that if they accept this year’s ECL award, it will be the same for the next 2 years, they don’t need to reapply.

4. Linda Dobb indicated she would be redrafting the bylaws to include correct information about all of the different parts of A2E2 and what the EIRA/ECL committee actually reviews.

5. Group concluded the year’s work.