Members present: Donna Wiley, Chair, Maureen Scharberg, Martin Castillo, Patricia Loche, Audrey Katzman, Diana Balgas

1. Approval of the agenda (MSP Scharberg, Castillo)

2. Approval of minutes of June 8, 2016 (MSP Katzman, Scharberg)

3. Finalize 2016-2017 funding

   The subcommittee reviewed the revised funding requests provided by Katzman and Loche that included “trued-up” salary and benefits, included small additional increases to the Library and Student Research programs. Additional funding will be considered after fall enrollment and fee information is available. The revised funding amounts were approved by the subcommittee for recommendation to the Interim Provost and Vice President, Student Affairs.

4. Identification of legitimate uses of UAP funding

   The subcommittee reviewed the original A2E2 document that identified the expenses that may and may not be paid for with A2E2 funding. These will be summarized in a handout to be distributed and reviewed at the workshop for funded programs to be held in August.

5. Discussion of criteria/rubric for assessment of UAPs

   The subcommittee reviewed the criteria used on the UAP rubric, which have not been clearly communicated to the funded programs. It also brainstormed other potential outcomes that can be assessed to demonstrate program effectiveness. These will also be summarized and reviewed at the upcoming workshop.

6. Development of yearly timeline for mid-year reports and funding requests

   The subcommittee plans to have mid-year reports due in late January and funding requests due in early April. These deadlines will be communicated at the upcoming workshop.
7. Planning for training for UAP funding recipients

Plans were made for a workshop for all program directors and staff responsible for program budgets to be held on August 19th, 2016, 10:00 – 1:00. Topics will include what are and are not legitimate expenses, budget tracking, and requirement and suggestions for program assessment.

8. Discussion of templates for mid-year reports and funding requests

Once the documents described above have been finalized, a revised template for both mid-year reports and funding requests will be drafted.