Attendees: Jenny O, Helen Zong, Albert Gonzalez, Reza Akhavian, Jiming Wu, Jeffra Bussmann, Elena Dukhovny, Kate Bell, Cristian Gaedicke

1. Approval of the agenda
   - Albert Gonzalez, Jiming Wu

2. Approval of amended 1/26/17 minutes:
   - Jeffra Bussmann, Reza Akhavian; approved.

3. Approval of 2/9/17 minutes:
   - Cristian Gaedicke, Elena Dukhovny; approved.

4. Report of the Chair
   - There are twenty six submissions for the Student Research Competition, many more than in years prior. The committee must divide the submissions among themselves, taking on 5 to 6 per member. Review and scoring must be complete by the time of our next meeting, March 9.

5. Report of the Presidential appointee
   - Jeff Seitz out sick. No report.

6. Business
   a) Approve CSU Student Research Competition (SRC) scoring rubric
      1. Reviews are scored in several categories on a 0 to 5 scale. Students in years past have suggested that the committee offer more comments as to scoring. Committee members should write at least a few sentences per offering some explanation for scoring.
      2. Motion to approve: Jeffra Bussmann, Cristian Gaedicke; approved.
      3. Helen Zong suggests we consider encouraging disciplinary diversity by dividing awards. Group discusses and decides to wait and see what the scoring looks like in the end and if only a small number of disciplines are represented to consider strategizing in order to have more diverse representation in terms of discipline.

   b) Assign reviewers for CSU SRC submissions
      1. Reviewers assigned themselves, nearly all topics assigned to committee members by meeting’s end.

   c) Approve current survey items (created by Jeff and Jenny) on CSUEB research culture survey (in our Google PSP Team Drive)
      1. No motion to approve current survey made (see below)

7. Discussion
   a) Updates on PSP small group goals and presentation of “results”
      1. Committee reviews and discusses survey questions, paring it down by removing items and collapsing questions in order to prevent survey fatigue on the part of participants. Made it about 2/3 the way through the document.
      2. Concerns are raised regarding sample size. If prior surveys only drew a small subset of faculty members to respond, how do we plan to ensure that that percentage rises? It is important to get chairs and deans involved in encouraging faculty in their colleges and departments to participate. We may be able to draw higher numbers to this year’s survey by offering incentives via vehicles such as general raffles. Elena Dukhovny and Jeffra Bussmann spark discussion as to who the stakeholders for the survey and resultant report are and how it is we might enlist their help in getting the word out. Helen Zong suggests that we consider working to develop greater clarity in terms of purpose.
3. No additional survey items created.

b) Next steps for CSUEB research culture survey (to go out to all faculty early Spring quarter)
   1. Jenny O will organize questions for us by the next meeting so we get a sense for survey aims.

7. Adjournment