

NIVERSITY MINI-GRANT, SUMMER STIPEND COMMITTEE (UMGSSC)

Meeting Agenda

Tuesday, October 16, 2018

10 AM – 12 PM

FO-5, ORSP Conference Room #116/134.

Members Present: Christine Jocoy (Geography); Ali Igmen (History); Chuhee Kwon (Physics); Arturo Zavala (Psychology); Chris Miller (Art); Teresa Chen (College of Ed); Niloofar Bavarian (Health Science) ; Ming Chen (College of Business); Eun Jung Chae (Mechanical Engineering); Eduardo Perez (Design); Mae DeBruin (ORSP); Jason Wang (ORSP IRB); Hema Ramachandran (University Library)

Members Absent: Shelly Xu; Joyce Campbell; Susan Carlile; Lisa Martin-Hansen; Shadnaz Asgari; Panadda Marayong;

1. Call to order

\*UMGSSC Chair, Arturo Zavala, called the meeting to order at 10 AM.

2. Designate member to take minutes

\*Niloofar Bavarian volunteered to take minutes.

3. Approval of UMGSSC Meeting on March 12, 2018

\*Art made a motion to approve the minutes, and all in attendance agreed.

4. Election of the UMGSSC committee vice-chair

\*Art made a motion to approve Niloo as Vice-Chair, and all in attendance agreed.

5. Update the UMGSSC committee membership roster

\*All were asked to check the UMGSS Roster document to ensure accuracy.

6. Election of member to serve on the University of Awards Committee (UAC)

\*Ali notified the committee he is already on the UAC.

\*Art will check with Ann Kinsey (Academic Senate) to see if Ali can represent the UMGSSC

\*As a note, the current Vice Chair may serve on the UAC committee next year

7. Reassigned time for exceptional levels of service to students review process & timeline

\*Art sent out policy the policy for Reassigned Time for Exceptional Levels of Service via e-mail

-Art shared that these are merit-based awards, so they are not necessarily distributed evenly across colleges

\*Art summarized what was done last year: ~60 applications were reviewed by 4 groups; rated on a 1-4 scale (4= highly recommended); of the 60, ~20 were funded

- Last year, BeachBoard was used to review applications

- We will have access to past applications to see successful past awards

\*This year: Once applications are received in Spring, Art will work with Norbert to assign the review groups randomly; then the groups will meet electronically to rank applications; if all agree with final ranking, the recommendations will be given to the committee chair.

-Will have 2-3 weeks to review applicants (March to April);

-Each person usually has 10 applications to review

## 8. Mini-grant and summer stipend review process & timelines

\*Mae shared that the Chancellor's Office has made ~\$200,000 in funding available for Mini-grants and Summer Stipends

\*Mae led us through the review procedures

-Applications are due 11/9 (Mae estimated approximately 40-50 applications will be submitted)

-Applications are submitted through InfoReady (<https://csulb.infoready4.com/>)

-We will use the Review tab in InfoReady, and Mae will add us as Reviewers when all the applications are submitted; we will receive an e-mail with the list of applications we have been assigned to review

-Prior to our review, the applications will go through the College Committee Review, the College Committee Chair and Dean Review; when we receive the reviews, we will see the previous comments; we agreed to reviewing the application in full, and not just the decisions made during the prior reviews

-Our reviews are completed based on 6 criteria

\*Mae asked all to read page 2 of her handout: "Info-Ready Online Review Guide"

document

## 9. Adjournment

\*The meeting was adjourned at 10:50 AM