

UNIVERSITY MINI-GRANT, SUMMER STIPEND COMMITTEE (UMGSSC)

Minutes of Meeting

Wednesday, August 30, 2023

2 PM – 3 PM

Via Zoom

Participants: Mae DeBruin; Laura Ceia; Karin Griffin; Mariah Proctor; Lily House Peters; Yada Treesukosol; Ping Lin; Sergio Mendez; Kent Hayward; Xuhui Li; Jason Wang; Xuemei Su; Yang Lu

1. Call to order – [Laura Ceia is the chair of the committee](#)
2. Designate a member to take minutes – [Sharon Teng took minutes](#)
3. Approval of August 30, 2022- UMGSSC Meeting minutes – [Laura will reach out to the previous chair \(Linna Li\) to see if there was another meeting after August 30, 2022 and if there is another minutes for the committee to review \[Action item\]](#)
4. Election of the UMGSSC committee vice-chair – for the next Academic Year Chairmanship [Sharon Teng self-nominated and received unanimous vote to be the vice chair](#)
5. Update the UMGSSC committee membership roster – [Members should check the roster and email Mae DeBruin if there are any updates needed to be made on the roster](#)
6. Reassigned time for exceptional levels of service to students review process & timeline [Laura will contact Ann Kinsey from Academic Senate for more information. The deadline is 9/18. It normally requires a quick turnaround review time. \[Action item\]](#)
7. Mini-grants and summer stipends – Call for Proposals begins September 18, 2022 (Monday) [Mae shared and explained the review process of MGSS using UMGSSC Info-Ready Online Review Guide. Members should follow the instructions on Info-Ready to complete the review. If members have questions or problems navigating the Info-Ready, please reach out to Mae for help.](#)

[Mae explained the 4 routing processes of the award. First, the College Review Committee review will review and score each proposal. Second, the college review committee will standardize the score. Third, the college review committee will submit recommendations to the Dean. Fourth, the UMGSS will review the proposal and read the comments from the college review committee and Dean and make the decision to approve or not approve application for award.](#)

Each proposal will be assigned to 3 reviewers within the committee. Each reviewer (committee member) will review about 7 proposals depending on the number of proposals received. Each proposal will be reviewed by at least one reviewer from the same college. The committee will not rank the proposals, only approve, or not approve recommendations to approve. Committee members raised concerns about if there are proposals received the same number approvals, how will the committee rank the proposals. (The concern of proposal ranking was clarified – proposals with 3 approvals from the Committee reviewers will be top ranking and automatically awarded, if more funding is available, the proposals with at least 2 approvals will also be awarded).

Lastly, the committee will only review recommended proposals from the college.

8. Adjournment

Meeting adjourned a 2:52pm.