STUDENT TECHNOLOGY FEE ADVISORY COMMITTEE (TFAC) MEETING
Wednesday, Oct. 26, 2011, 2:30 pm, Memorial Union, Room of Nations
Meeting Notes by CeCe Rohwedder
Approved on November 30, 2011

Present: Rian Nostrum, Chair; Jake Bechtold, Anne Denton (at 3 p.m.), Gary Fisher, Jarrett Hart, Sydney Hull, Tanya Kramer, Galen Mayfield, Chris Nelson, CeCe Rohwedder

Rian called the meeting to order at 2:30 p.m. Introductions were made.

1. Minutes of the Sept. 19, 2011 Meeting: the minutes stood approved as presented.

2. Fall Semester Action Plan Proposal Review Process: Rian reviewed the proposal form and the submission process and then explained the responsibilities of the primary reviewers. The proposals will be posted on Blackboard, and Rian will email to the committee an Excel spreadsheet listing the particulars of all the proposals, as well as the primary reviewer for each. Committee members should read all the proposals and email any questions they may have on a particular proposal to its primary reviewer. The primary reviewer will communicate with the project manager(s) on behalf of the committee; it is a good idea for each primary reviewer to contact the project manager immediately upon receipt of the Excel spreadsheet and ask to set up a time to discuss the proposal (face-to-face meetings usually work well). The Blackboard Discussion Board is to be used for committee conversation re each proposal, with its thread to be created by its primary reviewer. Objectivity on the part of the primary reviewer is important.

[Anne Denton entered the meeting at 3 p.m.]

Committee members were asked to use the Grant Review Discussion form found on the TFAC Web site under “Forms”; after this round of proposal review, we will evaluate whether to keep and utilize this form or discontinue it.

3. Next Meeting: A meeting to review all proposals will be held before Thanksgiving.

The meeting adjourned at 3:15 p.m.