Student Fee Advisory Committee  
November 1, 2013  
Meeting Minutes

Present: Dominique Doan, Justin Chung, Jason Lee, Bob Gomez, Nicole Hisatomi, Naaz Mirreghabie, Sarada Cleary, Kevin Bache, Kyle Benson

Absent: Myron Lozano, Melissa Gamble, Isaac Straley

Staff: Karen Mizumoto

1) Meeting called to order.

2) Minutes from 10/25/13 meeting approved.

3) The selections of the next SFAC chair and vice chair will be tabled; the committee may need to recruit other students who will be able to serve in these capacities.

4) 2013-14 Goal Setting/Committee Calendar
   a) 2013 SFAC Budget Questionnaire and Survey
      i) The committee will review the templates over the next two weeks; if no changes are made, the questionnaire will be sent out on 11/15/13.
      ii) A due date will need to be selected.
      iii) Karen will send out the current version of the templates to the committee.
   b) 2013-14 Student Survey
      i) Most of work on the survey development was completed last year. This year the focus will be on improving survey and sending it out earlier.
      ii) Naaz will take the lead on updating survey and providing recommendations.
      iii) The goal is to resurvey students during the fall quarter.
      iv) The prizes from the 2012-13 survey will be awarded; Naaz will complete the random drawing.
   c) Course Materials and Services Fees
      i) The Course Materials and Services Fee proposals will be due between the winter break and the beginning of January.
      ii) Initial review will be completed by the Budget Office during January/early February and the final proposals will be ready for review by the SFAC around the end of February.
      iii) The committee should provide their recommendations to the Provost by the end of March.

5) The selection of the SFAC representative to the 2013-14 eTIAC will be tabled until the next meeting. The eTIAC generally meets one to two times a quarter. Time commitment will depend if the SFAC representative assumes additional responsibilities/special projects for eTIAC (e.g., last year Meerae spearheaded the development and selection process for the student project program funded by eTech fees).
6) Discussion of the 2013-14 CSF campaigns will be tabled to the next meeting.

7) The next meeting will be Friday, 11/15/13 in Woods Cove A. The committee may only need to meet every other week during the fall quarter.

8) Meeting adjourned.