

Student Fee Advisory Committee

February 20, 2013

Meeting Minutes

Present: Robert Gomez, Elizabeth Pace, Naaz Mirreghabie, Meerae Park, Andrea Gaspar, Myron Lozano, Patrice Kiiru

Absent: Justin Chung, Traci Ishigo, Vishal Patel, Jason Lee, Melody Wang

Staff: Karen Mizumoto

- 1) Meeting called to order.
- 2) Minutes from February 13, 2013 meeting approved with change to “FERPA” misspelling.
- 3) Student Survey Update
 - a) Naaz and Myron will meet with Marguerite Bonous-Hammarth tomorrow (Thursday, February 21, 2013) to discuss the student survey issues including the backward plan and the pilot survey.
 - b) Update on backward plan
 - i) If the survey is to be released by week nine, the pilot survey must be completed in week eight (next week). The publicity must be started in week eight as well.
 - c) The committee discussed possibly delaying the survey launch until the spring quarter. If some of the student response data is needed or would be helpful for the SFAC budget survey/questionnaire evaluations, the committee might consider alternative ways (i.e., through Facebook) of getting similar information from students and still release the full survey later. The committee tabled discussion on the survey launch date until the next SFAC meeting.
 - d) Myron suggested that the SFAC should have an ongoing Facebook presence anyway so students are aware of SFAC and can use this as a way to communicate with the committee.
- 4) SFAC Budget Survey/Questionnaire Review Update
 - a) Meerae shared the SFAC budget survey/questionnaire review form and the five-year request and recommendations history with the committee.
 - b) The committee will need to determine how to compare unit information for areas that have had historical organizational changes. Karen will contact Student Affairs for any recent organizational changes.
 - c) More detail is needed on the form.

- d) Elizabeth suggested that a space for ranking and suggested funding amounts should be added to the evaluation form.
 - e) Karen will create a summary of all of the requests by unit with a short description and a dollar amount of the each amount requested by the unit (a similar spreadsheet to the one that was used for the last budget deliberation process). The spreadsheet will be sent out to the committee prior to the next meeting.
 - f) The committee began discussing the review process including if the submissions could be divided up for review by subcommittees and the subcommittees would present their review of the submissions to the committee at large. All committee members would still need to read all submissions and make any notes/comments/questions they would like to discuss after the subcommittees present their reviews. Once all of the subcommittee presentations and discussions have been completed, the committee can begin the funding deliberation process. The subject has been deferred for discussion until the next meeting when more committee members are present.
- 5) Conference Call with UC CSA CSF Director Louise Hendrickson
- a) The conference call will likely be deferred until the spring quarter because of scheduling conflicts and due to the lack of remaining number of committee meetings left in the winter quarter before finals begin.
- 6) Course Materials and Services Fee Reviews
- a) The committee's review of the proposed 2013-14 CMSFs will begin next week with proposals from the Merage School, Bren-ICS, the School of Biological Sciences, and DUE. Engineering CMSF proposals will be reviewed the following week.
 - b) Karen will provide copies of the individual CMSF proposals electronically and will have limited hard copies if needed.
 - c) The current list of approved CMSFs and the CMSF guidelines are included in the SFAC note book as well as on the SFAC website.
- 7) Meeting adjourned.