

Student Fee Advisory Committee

October 30, 2015

Meeting Minutes

Present: Matthew Tsai, Alexander Li, Liuyi Pei, Chance Pardon, Haruka Hatori, Kim Sadler, Alvin Phan (for Parshan Khosravi), Kristine Jermakian

Absent: Myron Lozano, Parshan Khosravi, Felicia Martinez, Sherwynn Umali, Zahra Nemati, Valerie Sanchez

Staff: Karen Mizumoto

1. Alvin Phan has been appointed as the designate for Parshan Khosravi for the fall 2015 quarter.
2. Due to scheduling conflicts, Myron will not be able to serve on the committee for the fall 2015 quarter. Quorum for fall quarter will be based on 10 committee members instead of 11.
3. October 23, 2015 meeting minutes approved.
4. SFAC Representative to ETIAC
 - a. Haruka will serve as the SFAC student representative to the ETIAC. First meeting on Tuesday, November 3, 2015 in the Ayala Science Library, room #6101.
5. SFAC Unit Budget Questionnaire/Survey
 - a. The committee agreed to the revisions made to the budget questionnaire and financial information survey.
 - b. Karen will email the templates to SSF-funded units on November 2, 2015.
 - c. Questionnaire and surveys will be due back to SFAC on February 12, 2016.
 - d. The committee will begin reviewing and discussing the submissions in February 2016.
 - e. Unit survey filled out by units with permanent funds.
6. 2015-16 Student Fee Survey
 - a. Survey opens November 16, 2015 and will close on January 29, 2016.
 - b. The survey will need to be finalized by November 16, 2015.
 - c. Initial email blast will be sent out on November 16, 2015 via the Provost's ZotMail account. Karen will contact Provost's office to coordinate email.
 - d. Second email blast will be sent out on January 4, 2016 through Student Government (reminder emails cannot be sent out on ZotMail accounts).
 - e. Survey subcommittees
 - i. Survey Publicity Subcommittee: Ye, Haruka, Kristine
 1. Request assistance from at least two people from Student Government to help with publicity campaign (i.e., flyers, contact with campus organizations, email).

2. Are there other ways of communicating with students? Town Halls?
The committee tried to use town halls last year, but they didn't get a large response from students.
- ii. Survey Management Subcommittee: Alvin, Alex, Matt, Chance
 1. Review and make revisions to survey on Survey Monkey.
 2. Summarize results and draft report.
 3. Look at top of the survey regarding time to complete survey
 4. Finalize survey by November 13, 2015.
- f. Demographic data:
 - i. How do survey demographics compare with actual campus demographics?
Last year there was a larger percentage of graduate students who responded to the survey than undergraduate students.
- g. Review of current survey:
 - i. Student status question. Does this need to be clarified? Some students might be confused about what this means.
- h. The committee broke out into subcommittees to begin strategizing.
- i. Student Fee Survey subcommittee recaps:
 - i. Survey Management Committee
 1. Will meet to discuss survey further.
 2. Make final revisions to survey so it can be sent out on Monday, November 16, 2015.
 3. Most of the work will take place after the survey is closed.
 - ii. Survey Publicity Committee:
 1. The committee will look at:
 - a. Different ways to publicize the survey.
 - b. Edit flyer used for last year's publicity campaign.
 - c. Email blast (reminder can be sent out by AGS/ASUCI).
 - d. AGS can make announcements at weekly bagel day.
 - e. Work with Graduate Student Affairs offices to send out email about survey.
 - f. Include announcement on Student Government websites.
 - g. Work with other campus organizations.
 - h. Include announcement on EEE. Check with Isaac Straley.

7. Meeting adjourned.