

## 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.