

Student Fee Advisory Committee

December 3, 2012

Meeting Minutes

Present: Robert Gomez, Elizabeth Pace, Naaz Mirreghabie, Meerae Park, Melody Wang, Johnson Liu, Justin Chung, Andrea Gaspar

Absent: Vishal Patel, Traci Ishigo, Myron Lozano, Jason Lee

Staff: Karen Mizumoto

- 1) Minutes from 11/19/12 meeting approved.
- 2) Berkeley SFAC SSF Recommendations and UCI SSF Budget Survey Reviews
 - a) The committee reviewed Berkeley's SSF recommendations sent to the Berkeley Chancellor. The committee agreed author a similar report/letter to the Irvine EVCP. The SFAC will adopt Berkeley's general format with some modifications including more detail on the student response information and more detail on ranking student services/student services units.
 - b) The committee will need to determine if the budget survey matrix should include total allocations or permanent allocations for each unit.
 - c) The UCI SSF budget surveys will be assigned to two-person subcommittees for analysis. The subcommittees should review the surveys and questionnaires, write up an analysis for each submission, and present their analyses to the committee-at-large.
- 3) UCI Student Survey
 - a) The student survey will be sent out in late week 2/week 3 and will run for about three weeks.
 - b) The survey will be deployed via EEE.
 - i) One of the subcommittee groups should contact Stephen Franklin (OIT Faculty Outreach Coordinator) to see if he has any suggestions about student survey content and how to maximize student response rate.
 - ii) It will need to be determined if EEE can accommodate conditional questions (i.e., if a student responds that they use _____ unit's services, rank the level of importance, interest, etc.).
 - iii) Target response rate for student fee survey is +30%.
- 4) Subcommittee Definition and Breakout
 - a) A subcommittee will curate the student survey.

- b) The subcommittee will be divided into the following groups who will be responsible for working over the winter break to draft the questions for the survey and to prepare a marketing plan for the survey.
 - (1) Demographics group (Meerae, Naaz): responsible for drafting all demographic questions to include in survey, i.e., what class, what major, what year, grad/under grad, etc. Draft questions will be due in week 1 of winter 2013 quarter.
 - (2) Unit group (Andrea, Melody, Justin): responsible for determining what units to include in the survey, what type of information is being requested for each unit---unit usage, level of student interest, etc. Draft questions will be due in week 1 of winter 2013 quarter.
 - (3) Referenda/CMSF group (Johnson, Meerae): responsible for drafting questions regarding campus-based fees passed by student referenda and course materials and services fees. Draft questions will be due in week 1 of winter 2013 quarter.
 - (4) Marketing & incentives/outreach group (Traci, Jason, Andrea, Naaz, Vishal): responsible for drafting a marketing plan including what type of outreach to do, how to market the student survey, how to increase student involvement, what type of incentives to offer students, etc. List of incentives and marketing plan due in week 1 of winter 2013 quarter.
 - (5) Justin will check with Myron to see which group he can work with.

- 5) 2011-12 SSF Unit Expenditure Graphs
 - a) Justin asked Bob, Elizabeth and Karen to review and provide comments on the 2011-12 SSF expenditure graphs prepared by him and Meerae.

- 6) Campus-Based Fee Referenda
 - a) Karen will provide Justin with information on campus-based fees regarding referenda approval timeframes and fee sunsets, if applicable.

- 7) Winter 2013 Standing Meeting Day/Time
 - a) Due to schedule conflicts, the SFAC meeting day/time will be moved to Wednesday from 3:00 pm – 5:00 pm, with Wednesday from 2:30 pm – 4:30 pm or Monday from 11:00 am to 1:00 pm as back up days/times.
 - b) Justin will send out an email to Myron, Traci, Vishal and Jason to see if these times work with their schedules.

- 8) Meeting adjourned.