

**SOSA Committee
Meeting Minutes
Wednesday, October 05, 2016
1:30 – 2:50pm, Education Building Room 200**

Attendees: Teresa Nakra, Elizabeth Teixeira, Brett, Busha, Sandy Gibson, Donka Mirtcheva, Andrea Salgian, Bethany Sewell, James Taylor, Thulsi Wichramasinghe, Qin Shao, Ieva Zake

1. Review and approval of minutes from September 21, 2016.
2. Welcome Qin Shao, our newest SOSA member; our committee is now complete.
3. Discussed the concern over Chairs not receiving the confirmation e-mail from Vibe. There is also a problem with submitting professors receiving an error message of 'access denied' at submission.
4. Final reports for recently concluded SOSAs are due today and should be e-mailed to Academic Affairs at academic@tcnj.edu. The website has been updated to clarify both the due date and submission process.
5. The draft watermark has been removed from the information document.
6. There were approximately 20-30 people at each SOSA workshop.
7. Discussed the distribution of SOSAs, including how last year it was fairly balanced between all ranks: Assistant, Associate and Full Professors.
8. Reviewed the norming applications and submitted scores to the dataset developed by Brett BuSha. This included reviewing the greatest point of variability in scoring.
9. Meeting adjourned and next meeting to be held Wednesday October 19th, 2016.

Submitted by Sandy Gibson