

**SOSA Committee
Meeting Minutes
Wednesday, October 19, 2016
1:30 – 2:50pm, Education Building Room 200**

Attendees: Brett BuSha, Sandy Gibson, Donka Mirtcheva, Teresa Nakra (Presiding), Andrea Salgian (recorder), Bethany Sewell, Qin Shao, James Taylor, Elizabeth Teixeira, Thulsi Wicramasinghe, Ieva Zake

1. Review and approval of October 5 meeting minutes.
Minutes were approved with minor modifications.
2. Submission deadline has now passed (it was October 12). Everybody was ultimately successful in uploading all the materials to Vibe. A couple of applicants started before the deadline and were delayed because of Vibe issues, ultimately submitting a few minutes after the deadline. These applications will be allowed in.
3. Vibe workflow and technical revisions are needed in advance of the 2017 deadline. All committee members are invited to email Teresa with issues that have not been mentioned during meetings. The committee will discuss these in the spring, and IT will address all technical difficulties.
Questions about what the money can be used for will be directed to the Office of Academic Grants and Sponsored Research.
4. A total of 91 applications have been received. Panels will be created and reading assignments will be made this week.
5. The review timeline will be as follows:
 - Monday, October 31: scores from evaluation of first group of proposals due by 11:59pm.
 - Wednesday, November 2: first panel meeting.
 - Monday, November 14: scores from evaluation of second group of proposals due by 11:59pm.
 - Wednesday, November 16: second panel meeting
 - Friday, November 18: revised scores (if any) due to panel chairs by 11:59pm
 - Wednesday, November 30: begin whole-committee discussion of proposals
 - Friday, December 2: revised scores (if any) due to panel chairs by 11:59pm
 - On a day during final exam period: final proposal review and rankings. This date will be determined through Doodle scheduling.
6. Andrea Salgian will assist with the collective scoring spreadsheet and serve as a second set of eyes for process oversight.

7. All committee members confirmed that they were able to access the Vibe SOSA applications folder. Applications can be downloaded individually for each applicant, with all documents in one zip file.
8. Teresa will create a scoring sheet template and will send to all. Applicants will receive a z-score that will be shared with them. Detailed feedback will have to be discussed in the spring.

Meeting adjourned at 2:50pm.

Submitted by A. Salgian