

SOSA meeting minutes
Wednesday 2-1-2017
Education 211
1:30-3:30pm

Present: Brett BuSha, Sandy Gibson, Donka Mirtcheva, Teresa Nakra, Andrea Salgian, James Taylor, Elizabeth Teixeira, Ieva Zake (Provost Designee)

Excused: Bethany Sewell, Qin Shao, Thulsi Wickramasinghe

1. Review and approve minutes from December 7 meeting (thanks to Betty)
2. Donka volunteered to take notes from the meeting
3. Update on SOSA awards:
 - a. Teresa updated the committee on the number of awards and distribution by School
 - b. Committee reviewed the response email that was sent from Teresa and Betty to requests about SOSA feedback
4. Teresa provided an update that the Fall 2016 minutes were sent to the Steering Committee for posting on the Academic Affairs website
5. Committee discussed possible revisions to the RFP for next year. Note, any changes will need to be reflected accordingly in the RFP for next year.
 - a. Committee discussed the feedback from CFA from the CFA Memo Spring 2016 and subsequent meeting between CFA and SOSA chairs/co-chairs in December 2016. CFA has requested that the SOSA Committee provide qualitative feedback to applicants in the SOSA award letters.
 - b. Committee discussed a draft proposal Teresa had put together in response to CFA's request. Teresa will share the document on Google Drive for feedback from the Committee. Committee discussed possible changes of the *Qualifications and Scholarly Record* score. Possible pre-determined text responses to provide qualitative feedback to SOSA applicants were also discussed.
 - c. the Grants Office will generate FAQs for the option of receiving money rather than a course release for SOSA. The Grants Office will also provide a brief description on the exact process of reimbursing/distributing funds for the monetary award to be posted on the website for next year.

- submitted by Donka Mirtcheva