

SOSA Committee
Wednesday, September 21, 2016
Education Room 200
1:30pm – 3:00pm

Present: T. Nakra (Presiding); B. BuSha; D. Mirtcheva; A. Salgian; B. Sewell; J. Taylor; E. Teixeira;
T. Wickramasinghe; I. Zake.

Absent: S. Gibson

- 1. Review minutes from 9/7 meeting.** Minutes approved with minor edits.
- 2. Need for HSS committee member to replace Jean Kirnan who is out on sabbatical.**
Teresa Nakra will contact Dean Rosa Wall regarding urgent replacement in order to begin Vibe proposal submission. **The deadline for this appointed committee member was set for October 3rd, 2016.**
- 3. New RFP reviewed by committee members.** Discussion arose about checklist and whether incomplete proposals should be reviewed. T. Nakra mentioned that in the past they were still reviewed but points could be deducted for incomplete material.
The committee agreed to table this discussion until spring 2017.
- 4. Upcoming SOSA Workshops.** Dates finalized and volunteers assigned as followed:
 - a. Wednesday September 28, 11:00am-12:30pm**
T. Nakra, E. Teixeira, S. Gibson, Andrea Salgian, B. Sewell, J. Taylor, and Jill Bush-Wallace (invited guest)
 - b. Thursday September 29, 12:30-2:00pm**
T. Bennett (former Chair), T. Nakra, E. Teixeira, S. Gibson, B. BuSha, and Jill Bush-Wallace
- 5. Norming Exercises.** The rationale and process was discussed with committee and all questions answered. Three proposals were distributed along with each CV and a grading rubric. Each committee member will review and grade and submit scores via email to T. Nakra prior to the next meeting to be entered on an excel sheet. Committee member were reminded of confidentiality and the importance of attendance at October 5th

meeting. T. Nakra stressed the importance of all members' participation in order for the norming exercise to be fair and accurate.

- 6. Confidentiality Policy.** Discussed sensitivity of review process, as proposals are not anonymous. Important to not discuss with colleagues who may ask for guidance or advocacy. Committee members were reminded that they should say no when approached and refer if possible to someone other than a committee member.
- 7. Other topics. I.** Zake verbalized that CFA was disappointed that the new notification letters do not include qualitative feedback. Discussion arose around the pros and cons of adding qualitative feedback. The committee agreed to wait and see how the new letters with the added grading rubric scores is received. Mentoring for SOSA applicants was also discussed but no plan at this time to develop.
- 8. Meeting adjourned at 3:00pm.** Next meeting scheduled for **Wednesday October 5th** at 1:30pm. E. Teixeira will contact Jessica Stover for new room assignment.

Submitted by M. Elizabeth Teixeira