

SOSA Council Meeting Minutes
September 16th, 2020 1:30 pm

Present: Jessica Barnack-Tavlaris, Jeffery Erickson (minutes), Nancy Hingston, Anthony Lau, Linda Mayger, Steve O'Brien (Provost Designee), Tracy Perron, Bethany Sewell, James Taylor, Abhishek Tripathi, Marchelo Vera

1. Approval of minutes from prior meeting (February 19, 2020)
2. Election of new committee Chair (Tracy Perron) and Co-Chair (Linda Mayger)
3. General description by Tracy Perron of committee responsibilities and mechanism for reviewing SOSA applications
 - Applications split between 2 groups (A and B), led by Chair and Co-Chair
 - Abhishek Tripathi to handle quantitative comparisons of application scores
4. Discussed norming exercise. Reviewed:
 - Purpose of exercise – to form assessment groups A and B with similar assessment characteristics
 - Mechanism of exercise – committee members to score several example proposals
 - Formation of groups – based on scores, distribute members into two groups with similar scoring tendencies and mix of disciplines represented.
 - How to handle scoring outliers and coming to consensus on individual proposals
 - Example proposals distributed previously to committee. Chair requested scores be submitted by Friday, September 18th.
5. Discussed mechanism for submitting proposals – Chair will request clarification about faculty process for proposal submission
 - Vibe no longer in service. New submission portal via TCNJ website link “Faculty Process”
 - Two-step application: Intent to submit SOSA proposal due 9/24/20, with proposals due 10/1/20.
 - Concerns expressed about required signatures from Chairs and Deans, given remote operations. Steve O'Brien to prepare and send email to faculty explaining new submission portal, two-date submission process, and acceptable exceptions to actual signatures on cover page of proposals.
6. Set a time and date (Wednesday, September 23rd at 3:00 pm) for a SOSA workshop prior to intent to submit date (9/24/20).
 - Reviewed workshop slides
 - Tracy Perron to lead the workshop with Jeffery Erickson in support
7. Discussed Qualtrics Survey that was scheduled to be launched last April but was sidetracked by the pandemic. Reviewed survey. New launch date: 10/10/20.
8. Meeting adjourned at 2:50.