

October 4, 2023

Start at 1:30pm

Attendance: Matthew, Shannon, Tracy, John, Sydney, Alexis Mraz, Jinsil Kim

- 1) Approved Minutes
- 2) Updates from Tracy and John
 - a) Approved stipend increase to \$4200, housing allowance must be requested in order to receive if live on campus. This has been updated in the RFP and campus wide email will go out Week of October 9th.
 - b) Review in future the faculty stipend and student housing allowance
 - c) Post-MUSE survey went out to students Week of 9/25
 - d) Collaborating Lynn Gazley (Sociology) hold focus groups with MUSE Transfer students and parallel set of Transfer students
 - i) Invited to be on IRB for grant, will explore
 - ii) Will collaborate on drafting questions
 - e) Host MUSE information session on October 18th @ 12noon
 - i) New format will include panel of MUSE students with MUSE faculty
 - ii) Serve as general overview and FAQs
- 3) Add mentoring plan example(s) to website for MUSE applications
 - a) Stems from providing guidance on what it means to write a mentoring plan and work towards consistency
 - b) Reviewed rubric used for MUSE RFPs and mentor component
 - c) John/Tracy shared the following actions have been taken/could be taken
 - i) Connected w/ faculty who have previously shared strong project proposals/descriptions and post online with permission
 - (1) MRIC can review
 - ii) Identified some suggestions i.e. break down scheduling for mentoring and come up with checklist/bullet points
 - (1) Matt will setup folder for MRIC to share and brainstorm ideas
 - d) Sydney shared suggestion for a student workshop on how they can work on an application with faculty for MUSE outside of the MUSE information session
- 4) Other Items
 - a) Tracy shared the Co-Curricular Record pilot, and will meet with Dr. Avani Rana overseeing this initiative and bring to group for feedback

Adjourned: 2:27pm