**Student Fee Advisory Committee**

**1:00-3:00pm**

**Friday, November 13, 2020**

**Virtual Meeting**

**Attendees:**

Graduates: **Jackie Markt-Maloney, Gaby Barrios, Paarth Shah, Laxman Dahal**

Undergraduates: **Atreyi Mitra, Bradley Alvarado, Devanee Matcham, Samantha Solemnidad**

Administration: **Carina Salazar, Charles Turner,** **Erinn McMahan**

Faculty Rep: N/A

SFAC Advisor: **Christine Wilson**

APB Advisor: **Ellen Hermann**

**Atreyi Mitra** called the meeting to order at 1:09pm.

1. **Approval of Agenda**
	1. **Bradley Alvarado** motioned and **Gaby Barrios** seconded to approve the agenda. The agenda was approved unanimously.
2. **Community Sharing**
	1. **Charles Turner** shared his journey to UCLA and interests.
	2. The committee shared their names, pronouns, and New Year’s resolution.
3. **Approval of Minutes for 10/30/2020**
	1. **Devanee Matcham** motioned and **Laxman Dahal** seconded to approve the minutes. The minutes were approved unanimously.
4. **Reviewing drafted SFAC Unit Review Questionnaire**
	1. **Atreyi Mitra** summarized the questionnaire put together by the adhoc subcommittee. She asked for the larger SFAC committee to review and narrow down the questions.
		1. **Carina Salazar** shared that the questions were great but was concerned that the there were too many questions.
		2. **Atreyi Mitra** went section by section requesting feedback from SFAC to keep, remove, simplify or combine questions. Some question topics included data, department goals, and
		3. **Carina Salazar** shared that the carryforward question was important last year and could be this year due to limited funding. **Ellen Hermann** recommended to add limits such if the carryforward is low, it may not require an explanation. The group recommended a threshold of 15% of the department’s budget. **Gaby Barrios** and **Devanee Matcham** recommended removing the percentage because different units have different amounts of funding. **Atreyi Mitra** asked for thoughts **Laxman Dahal’s** recommendation to including a percentage and dollar amount. **Atreyi Mitra** shared that SFAC can return to this question after **Ellen Hermann** reviews the data to recommend to the group. **Erinn McMahan** asked whether there should be a question about anticipated carryforward for 20-21. **Carina Salazar** agrees this is important to address.
		4. **Atreyi Mitra** asked for feedback about the pandemic questions.
		5. **Atreyi Mitra** reviewed the drafted SFAC priorities. SFAC discussed the questions for each priority. **Atreyi Mitra and Christine Wilson** will refine the questions based on feedback provided.
			* **Gaby Barrios** recommended changing the question to address what units are planning in the future.
			* **Jackie Markt-Maloney** asked about addressing the need to reflect/review their hiring process for underserved populations.
			* **Erinn McMahan** asked if the two pandemic sections could be combined.
			* **Christine Wilson** shared that mental health in important in all Student Affairs departments.
			* **Carina Salazar** recommended specifying how the needs of graduate students are being met by the unit.
			* **Gaby Barrios** recommended adding how do you envision graduate students will use your services and provide data of graduate students’ engagement of services.
			* **Gaby Barrios** noted that accessibility can be interpreted by departments differently such as general accessibility to services or different abilities.
			* **Laxman Dahal** recommended specifying their outreach and services for one-year graduate students.
5. **Reviewing SSF Request Form**
	1. This item was not discussed at the meeting.
6. **Samantha Solemnidad** made a motion to adjourn the meeting and **Devanee Matcham** seconded. The meeting adjourned at 3:01pm.