STUDENT FEE ADVISORY COMMITTEE MEETING

2325 Murphy Hall

Tuesday, October 18, 2016

**Attendees Present:**

Graduates: Theresa Ambo, Manpreet Dhillon Brar, May Bhetraratana, and Nicole Ngaosi

Undergraduates: Neemat Abdusemed, Ashraf Beshay(Chair), Katie Kim, & Richard White

Administration: Paolo Velasco, Director of Bruin Resource Center

Nancy Greenstein, Director of Police Community Services

Faculty: Karen Rowe, Professor

Advisor: Marilyn Alkin

Mark Ramseyer, Academic Planning and Budget (Ex-Officio)

Absent: John Bollard, ASHE Student Health Center

**Call to Order:**

The meeting was called to order at 4:07 p.m.

1. **Approval of Agenda**
	* 1. A motion by ***Richard White*** and seconded by ***Nancy Greenstein*** to approve the agenda. The vote passes unanimously.
2. **Review of Handouts**
	* 1. Call Letter
		2. Unit Review documents
		3. The meeting minutes from 10/11/16
3. **Review of Minutes**
	* 1. A motion was made by ***Theresa Ambo*** and seconded by ***Katie Kim*** to approve the 10/11/16 minutes. The minutes were approved with nine votes to approve and one vote to abstain.
4. **Unit Review Discussion**
	* 1. ***Ashraf Beshay*** reviewed last year’s unit review and presentation documents that were used for the unit review process. The written summary request was sent to units to complete and return to SFAC and then units were invited to present for 15-minutes and respond to questions for 5-minutes. Funding requests were submitted at the end of the fall quarter. A recommendation from last year was to have subcommittees be assigned to 5-6 units to create a better connection and therefore have better knowledge about the units. This year, ***Ashraf Beshay’s*** vision is to have subcommittees consider the unit review written answers, formulate questions, and the subcommittee speaks to units in person.
			1. ***Theresa Ambo*** asked what the purpose of the site visit was and how a visit would be implemented into the unit review. ***Ashraf Beshay*** stated that if the subcommittees had questions, they could address those during site visits. ***Theresa Ambo*** recommended the written review and subcommittees visit the unit but not to also have units present during SFAC meetings. ***Manpreet Dhillon Brar*** agreed and further recommended that subcommittees review the unit review, perform the site visit, as well as focus on the funding requests for that unit. She also recommended sending out the unit review with an earlier deadline.
			2. ***Karen Rowe*** asked the goals and purpose of the unit reviews were. ***Manpreet Dhillon Brar*** shared that the purpose was to evaluate the SSF funding used by the units. ***Nancy Greenstein*** suggested that the committee focus on the unit review written questions. She also recommended that all SFAC members attend programs and services funded by SSF that are of interest even if they are not in the subcommittee reviewing the unit.
			3. ***Neemat Abdusemed*** asked how SFAC would document responses from unit site visits. ***Manpreet Dhillon Brar*** stated that there was a rubric used last year that could be updated. ***Theresa Ambo*** recommended creating a Google form so it could be electronically tracked.
			4. ***May Bhetraratana*** restated for clarification that the process of the subcommittees was to evaluate the unit review, perform the site visits, and review the funding requests and then to providing the committee with a recommendation.
			5. ***Paolo Velasco*** asked how the questions and site visits can be assessed consistently by each subcommittee.He recommended providing units enough time to complete the unit reviews and funding request proposals.
			6. ***Ashraf Beshay*** recapped that the process included sending out the unit review and funding requests at the same time in order for subcommittees to ask questions about both documents during their site visits. ***Theresa Ambo*** agreed with this process for SFAC and also helps units to evaluate their programs.
			7. ***Marilyn Alkin*** shared that there are other options but the call letter needs to be sent out as soon as possible. For example, she stated that another option would be to ask the unit review questions at the site visits. ***Nancy Greenstein*** recommended that a group be formed to summarize this discussion and provide a recommendation of how to move forward based on this conversation. ***Ashraf Beshay*** will pull the group together.
5. **Call Letter Draft Review and Finalize**
	* 1. ***Theresa Ambo*** thanked everyone for their responses.The committee reviewed the recommended responses from committee members.
		2. ***Paolo Velasco*** recommended changing some language in order to include submitting new requests for funding successful programs not previously funded by SFAC rather than limiting the language to only “new and innovative programs.” He stated that the letter did not address the need to reduce the amount of requests submitted. ***Paolo Velasco*** also recommended having word limits.
		3. ***Katie Kim*** and ***May Bhetraratana*** recommended having separate requests for new and continuing requests.
6. **Announcements**
	* 1. ***Ashraf Beshay*** and ***Richard White*** will attend the CSF meeting in Santa Cruz this weekend.
7. **Adjournment**
	* 1. A motion was made by ***Theresa Ambo*** and seconded by ***Nicole Ngaosi*** to adjourn the meeting. This vote was unanimous.
		2. Meeting was adjourned at 6:03pm.