**Agenda 2-24-17 UMGSSC**

Dear Members of the UMGSSC Committee,

Per Dr. Simon Kim’s advice  -

Based on the Doodle responses received so fat, we are expecting about 9 out of 13 voting members to participate this meeting.

I am sending you the tentative meeting agenda, and I will facilitate the discussions at tomorrow’s meeting.

The following is a list of **tentative agenda Items**:

1. Selection of the Committee Chair
2. Application review process (using the Info-Ready online system, Mae DeBruin will give the instructions)

The following is just a suggestion regarding the process, for discussion at tomorrow’s meeting

* Currently there are a total of 33 applications from 7 colleges, ranging from 1 to 9 applications per college.
* Each application has gone through its college review.
* It is suggested that one application will be reviewed by a sub-committee with 3 committee members.
* Committee members will be notified regarding the application review assignments.
* Each member will log into the Info-Ready system, and complete the review assignment by reviewing both the application and the College Review Outcome, and then commenting on the application and making a suggestion whether the application should be considered for awarding or not.
* 33 applications X 3 reviewers/per application = 99 review assignments; ~ 100 review assignment / 10 reviewers = 10 assignments/per reviewer?
1. Review Timeline:  The review will begin on March 3rd, and will have to be completed by the Deadline March 31st.

Please feel free to email and/or call me, if you have any questions and/or suggestions.

Thank you all and look forward to working more closely with you regarding the UMGSSC.