

UNIVERSITY MINI-GRANT, SUMMER STIPEND COMMITTEE (UMGSSC)

Meeting Minutes

**Date:** November 30, 2017

**Location:** FO-5, ORSP Conference Room #116.

**Present:** Prof. Olga Korosteleva\_CNSM (Chair of AY 2016-2017), Prof. Tianjiao Qiu\_CBA (Chair of AY 2017-2018), Prof. Shelley Xu\_ CED; Prof. Grace Reynolds-Fisher\_CHHS; Prof. Joyce Campbell\_CHHS, Prof. Sarah Schrank\_CLA, Prof. Emily Berquist\_CLA; Prof. Arturo Zavala\_CLA, Prof. Yuping Mao (Alternate for Susan Carlile)\_CLA; Prof. Lisa Martin-Hansen\_CNSM, Prof. Shadnaz Asgari\_COE; Prof. Panadda Marayong\_COE; Prof. Johannes Mueller-Stosch\_COTA; Prof. Eduardo Perez\_COTA; Ms. Leslie Andersen\_Library, Dr. Jason Wang\_ORSP

**Absent:** Prof. Cindy Chen\_CBA, Prof. Kristi Hagans\_CED

**Guests:** Mae DeBruin\_ORSP, UMGSSC Info-Ready Coordinator, Alex Guerrero\_ORSP Graduate Student Assistant

**Call to Order**

Per Prof. Tianjiao Qiu (Chair of 2017-2018)’s request (who could not attend the meeting when it started), the meeting was called to order by Dr. Jason Wang at 3:00 pm. Members introduced to each other.

Ms. DeBruin made a brief explanation about the history and current status of UMGSSC. UMGSSC is coordinated by Academic Senate (<http://web.csulb.edu/divisions/aa/grad_undergrad/senate/committees/scac/>), but the Administrative Assistant for the Academic Senator resigned. In order to avoid delay, Ms. DeBruin currently offered to help since ORSP administers the MGSS Competition.

**New Business**

Prof. O Korosteleva (Chair of AY 2016-2017) and Prof. T Qiu (Vice Chair of AY 2016-2017, Chair of 2017-2018) joined the meeting, and Prof. Qiu resumed the meeting Chair’s role.

1. Election of the UMGSSC Committee Vice-Chair

After discussion, a motion was made for Prof. Arturo Zavala to serve as the Vice Chair for this AY 2017-2018. In the AY 2018-2019, Prof. Zavala will replace Prof. Qiu to serve as the new Chair, and another election will be conducted for the new Vice-Chair.

No issue was raised, and the motion was approved.

**DECISION: Prof. A Zavala Elected as the Vice-Chair for AY 2017-2018 (15-0-1) Prof. Zavala in absentia due to a conflict of interest.**

1. Update the UMGSSC Committee Membership Roster:

In this AY 2017-2018 membership roster, there were a total of 17 academic members, who were elected from their home college, and the term for membership was for two years. However, the list of the current members’ term (ending) year ranged from 2018 to 2020, which was confusing. In addition, the title for some members needed to be updated. Members were encouraged to email update/corrected information to Ms. DeBruin, who offered to contact the Chair of the Academic Senate, Dr. Jessica Pandya to have these issues fixed.

1. Update on funding situation and review status:
	1. Funding situation - A total of $200K budget was prepared to provide funding. The amount of award per application depends on the type of submission, e.g., $5000 per Mini Grant application and $4650 per Summer Stipend application. Thus, the total number of awards will depend on both the numbers and types of applications and the ranking of all reviewed applications. In AY 2016-2017, 33 applications were received and 31 were funded, 2 applications were not recommended. But for this AY 2017-2018, since a total of 45 applications were submitted, the applications with lowest ranking may have to be removed from the list of award recommendation submitted from the UMGSSC.
	2. Current status –To date, a total of 45 applications have been submitted to the UMGSSC. They were from 7 colleges, e.g., COTA-7, CED-1, COE-7, CHHS-5, CLA-18, CNSM-6, Counselor -1. As soon as the application submission is closed, the College Review begins. The final college review, including the Dean’s review should be completed by February 5th, 2018.
2. UMGSSC Committee Review Process & Timelines:

At the Feb 24, 2017 UMGSSC meeting, a decision was made regarding the procedure to conduct the application review process, as outlined below.

* Each application will be assigned to a sub-committee (of 3 voting members) to review.
* The ORSP staff will try best to assign the reviewers, matching the application with the expertise of particular reviewers.
* Reviewer assign criteria – (a) No conflict of interest (the reviewer is not directly or indirectly involved in the application), (b) matching the field of the application with the expertise that the reviewer has (in broad sense, e.g., from the same college, or if not possible, STEM field vs. liberal arts field).
* The reviewer will review both the application and the review outcome of that particular college.
* The review will be conducted electronically via Info-Ready (<https://csulb.infoready4.com/>), as demonstrated by Ms. BeBruin at the meeting.
* If the reviewer needs any tech support, he/she can contact Ms. DeBruin (ext. 5-4633, Mae.DeBruin@csulb.edu).
* The reviewer will choose “ Approve” or “ Do not Approve” to recommend whether the application should be funded. If choosing “Not approved”, there will be an opportunity to provide a scientific justification.
* If “2/3” or “3/3”of the reviewers vote “ Approve” to a particular application, it will be recommended for funding by the Committee; If “2/3” or “3/3”of the reviewers vote “ Do not approve”, it will not be recommended for funding.
* The committee members will have an opportunity to look at any application, but will not have the right to vote, unless being assigned as the reviewer.
* If any committee member has any question, she/he is encouraged to contact the Committee Chair.
* The review outcomes will be consolidated and summarized, and the final version of the recommendation will be submitted for the Provost to make a final decision.
* The Committee members are asked not to disclose any information to anyone outside of this Committee, prior to the official decision made by the Provost.

At this Nov 30, 2017 UMGSSC meeting, members who conducted the AY 2016-2017 reviews stated that this procedure went very well, and recommended to continue using it for AY 2017-2018 review assignments.

Regarding the timeline, depending on the progress made to each application at the college level, which is an ongoing process, the UMGSSC assigned reviewers may receive a review assignment at any time from as early as December 2017 until Feb 5th, 2018, but all UMGSSC review assignments must be completed by Monday Feb 26th, 2018. If it becomes necessary, a subsequent UMGSSC meeting can be conducted between Feb 26th and March 5th 2018 to resolve any outstanding issues. The list of award recommendation from UMGSSC must be submitted by March 5th, 2018. The announcement of Awards will be made on March 12th, 2018.

There was no further discussion, and a motion was made to approve the above outlined review procedures.

**DECISION: The Application Review Procedure Approved as Outlined Above (16-0).**

There were no further discussion, and the meeting was adjourned at 3:45 pm.

Minutes drafted by Jason Wang, Ph.D., CPIA