

UNIVERSITY MINI-GRANT, SUMMER STIPEND COMMITTEE (UMGSSC)

Meeting Minutes

Friday, September 6, 2024

2 PM – 3 PM

Via Zoom

Attendees: Mae DeBruin, Connie Ireland, Hema Ramchandran, Jason Wang, Ji Gi Hong, Sharon Teng, Christine Whitcraft, Karin Griffin, Kent Hayward, Mariah Proctor, Paula Hao, Araceli Gonzalez, Roger C. Lo, Selena Nguyen-Rodriguez, Teresa Wright, Varisa Patraporn, Xuemei Su,

1. Call to order
 - a. Members introduced themselves
2. Designate a member to take minutes – Christine Whitcraft
3. Approval of August 30, 2023- UMGSSC Meeting minutes
 - a. Members from last year voted to approve meeting minutes as submitted
4. Sharon Teng – current Committee Chair
5. Election of the UMGSSC committee vice-chair – for the next Academic Year Chairmanship
 - a. Role of vice-chair: This year’s vice chair will be prepared to the chair of the next year
 - b. Kent Hayward and Selena Nguyen-Rodriguez self-nominated and were approved via voting
6. Review and update the UMGSSC committee membership roster
 - a. Mae instructed everyone to review the roster (document attached to invitation email). Please email if there are changes to the roster and it will be updated
7. Reassigned time for exceptional levels of service to students review process & timeline
 - a. Major task for Fall 2024
 - b. Timeline (last year): Sept. 21 with submission by Oct. 8 (2 wk. fast turnaround)
 - c. As discussed in the policy document, the larger group will be split into the committee (3 – 4 groups) to do the review. At least 1 reviewer comes from the college of the applicant. Each group will have 7 – 8 applications, and they will be scored from 1 – 4. Small committees do not need to have a chair, but they should appoint a group leader. Committees suggest that if there is a difference of more

than 2 points then the small review group should meet to discuss. If not, they can submit the score to the chair. It will then be reviewed by chair and co-chairs.

d. More details will be emailed with the applications for scoring.

8. Mini-grants and summer stipends review process – Call for Proposals begins September 16, 2024 (Monday)

a. Four steps (As outlined in the document sent with the meeting invite)

b. The goal of this committee is to finalize whether we agree with the proposed recommendation from prior levels of review.

c. Discussion around specifics occurred with clarification on how our review is conducted (distribution among colleges, authority to overrule, option to change rules if discussed as a committee)

9. UMGSSC Annual Report

a. This report will be submitted to Academic Senate.

10. UMGSSC Charge (Academic Senate)

<https://www.csulb.edu/academic-senate/university-mini-grant-summer-stipend-committee-umgssc>

a. Request for the committee to review the criteria before reviewing applications.

b. Emphasized the importance of comments in the review process so these can be provided to the applicants.

11. Adjournment