

SOSA Committee

Minutes

March 26, 2014

1) Meeting with the Committee on Faculty Affairs

Harriet Hustis, Jill Bush-Wallace, and Candice Feiring met with the Committee on Faculty Affairs (CFA) on Wednesday, March 26, 2014 to discuss proposed changes to the SOSA RFP. Discussions included the following: 1) Change to the SOSA Cover Sheet; 2) RFP clarification of what should be included in the proposal narrative; 3) Clarification of helpful information for the annotated curriculum vitae; 4) Clarifications to the proposal evaluation section of the RFP; 5) Minor changes to rubric items; and 6) Minor revision to the final report form. These items were presented and discussed with the CFA and were approved. These changes will take effect fall 2014.

2) Creation of SOSA Procedures Handbook.

Harriet, Candice, and Jill met separately to create and complete a SOSA Committee Procedures Handbook. The handbook was reviewed by several other individuals.

3) Exemplar SOSA Applications for the Website

Three SOSA applications covering various disciplines were selected from the 2013-2014 pool of applications to serve as exemplar applications. These are posted on the SOSA website.

4) Applications for the Norming Process

Three SOSA applications covering various disciplines were selected from the 2013-2014 pool of applications to serve as applications used during the fall 2014 norming process.