**SOSA Committee**

**Wednesday, September 17, 2014, 1:30pm**

**Loser Hall, Room 116**

**Present:** Bennett (minutes), Bush-Wallace (Chair), Cathell, Kirnan, Mawhinney, Papamichail, Sen, Vandegrift

**Excused**: Hustis, Van der Heijden

1. Welcome and thanks (J B-W): The Committee Chair reported that attendance at the two SOSA workshops on September 10 was approximately 20 for the 1:30pm workshop and 12 for the 2:30pm workshop. The Chair thanked committee members who were able to attend one or both of the workshops (TB, MC, JK, DP, SS and LV).
2. Calendar change (J B-W): prior to today’s meeting, Chair distributed via email a PDF version of the Committee’s schedule of meetings/activities for the 2014-15 academic year. Chair noted that this reflected a minor change from the previously-distributed version of the calendar: the October 8 meeting will take place in Green Hall, Room 14, so that during that meeting Brad Stober (Network and Technical Services) can review the process for committee members to retrieve applications from the SOSA shared file in Vibe (new campus wide file storage and sharing system).
	1. Committee members agreed that the creation of a document with a step-by-step explanation of the process for retrieving documents from Vibe would be a welcome supplement to (or perhaps substitute for) a demonstration from Brad Stober.
		1. **Action item:** Chair will prepare this document.
3. Minutes from September 3, 2014 meeting were reviewed. JK moved to approve; LM seconded. Motion was approved with no objections.
4. Norming session: Committee members discussed similarities and differences among individual members’ scores of three sample applications from last year. A lively discussion ensued. New committee members noted that this exercise was especially helpful in understanding how the elements of the scoring rubric were applied in light of the widely-variable content and structure of individual applications.
	1. During the course of the norming session, several observations arose concerning possible changes to the SOSA RFP/scoring rubric that could provide more clarity and consistency to the scoring process.
		1. **Action item:** TB will maintain a list of suggested changes, so that these can be discussed and agreed upon by the committee in advance of the Chair’s meeting with CFA (in spring 2015) to suggest possible revisions to the SOSA RFP.

Meeting adjourned at 2:50pm