

SOSA Committee Meeting
September 16, 2015
Meeting Notes

Present: T. Bennett, B. BuSha, L. Mawhinney, T. Nakra, D. Papamichail, S. Sen, J. Taylor, E. Teixeira, D. Vandegrift, I. Zake, Brad Stober (IT), Jill Bush-Wallace (former SOSA chair).

Excused: J. Kirnan

1. Introductions/Welcome new and returning committee members.

TB welcomed and introduced the SOSA committee members:

Terrence Bennett- Chair, Library (returning)
Stephanie Sen- Co-Chair, Chemistry (returning)
Dimitrios Papamichail- Computer Science (returning)
James S. Taylor- Philosophy (new)
Don Vandergrift- Economics (returning)
Teresa Nakra- Music (new)
Elizabeth Teixeira- Nursing (new)
Jean Kirnan- Psychology (returning)
Lynnette Mawhinney- Education (returning)
Brett BuSha- Biomedical Engineering (new)
Ieva Zake- Academic Affairs, Non-voting member

2. Review of Documents

- SOSA RFP- Updated version has been placed on the Academic Affairs web site. TB noted important changes to the rubric scoring system.
- Supplemental document- 2014-15 SOSA Committee recommended to CFA that this section, which was originally within the 2014 RFP, be removed for clarity and placed in a separate section. The document requires CFA approval and once this is done, will be placed on the Academic Affairs web site, formatted as web-linked headings.

3. Fall semester SOSA dates and tasks

- Deadline for SOSA proposal submissions- October 19
- Committee meeting dates: October 7, 21, November 4, 18, December 2, 16.
- Workshop dates Oct 1 (Thursday) and 7 (Wed)- JBW will be at both sessions to discuss on-line submission process through Vibe. TB asked that SOSA members try to attend one of the workshops.

4. Norming exercise

- Committee will meet to review three prior proposals and discuss rubric scoring. The purpose is to develop consistency in scoring and clarify rubric and evaluation criteria.

- Norming exercise will be conducted on October 7 and 21– materials to be distributed before this meeting (members should plan on some “homework” before these meetings).

5. Presentation of new Vibe application and review process.

JBW (with BS) provided a review of the vibe SOSA interphase. Below is a summary of key points:

- Faculty will be provided a secure link through email to access the SOSA application page.
- The web-based cover page requires specific and correct entries for name, email, department chair, and dean (some of this does not auto-populate). Faculty must upload narrative, cv, and project summaries (reports from prior SOSA awards completed during the past five years) with specific titles and as pdf file type.
- To maintain security, the application process occurs in several phases, where documentation is placed in a hierarchal folder system. Once the faculty member clicks “save and continue” files move to an “in process” folder, emails requesting acknowledgement are sent to Deans and Chairs (note: deans and chairs need not acknowledge for application to be submitted by applicant), and an email with another secure link is sent to the applicant.
- Faculty can modify their application while it is “in process”– the recommendation is to have faculty “modify” and upload newer document versions, rather than delete their old versions.
- Faculty must perform a final submission for the application to be reviewed. Once submitted, the application is moved to another hierarchal folder that only SOSA members can access (the applicant now has “view-only” rights).
- Some changes to clarify the process were recommended– JBW will modify the document accordingly (keeping within the documentation guidelines previously approved by SOSA and CFA).

SES 9/17/15