

## **SOSA Committee**

**Wednesday, September 3, 2014, 1:30pm**

**Green Hall, Room 14**

**Present:** Bennett (minutes), Bush-Wallace (Chair), Cathell, Hustis, Kirnan, Mawhinney, Papamichail, Sen, Van der Heijden, Vandegrift, Zake

**Guests:** Brad Stober (Network and Technical Services); Ann Guarnaccia (Academic Affairs)

1. Welcome and introductions (J B-W and I Z): The Committee Chair and Provost Designee welcomed all new and returning members.
2. Minutes from March 26, 2014 meeting of representatives from 2013-2014 SOSA Committee [Hustis, Chair; Bush-Wallace, Vice-chair; and Feiring, Provost Designee] with CFA were reviewed. HH moved to approve with minor corrections; SS seconded. Motion was approved with no objections.
3. SOSA Workshops: Wednesday September 10, 2014, at 1:30pm and 2:30pm. J B-W and TB will attend both workshops. All other committee members are encouraged to attend one or both workshops, if possible.
4. Review of fall calendar (J B-W): Chair distributed September 2014-January 2015 calendar, which indicated committee meeting dates and SOSA deadlines and milestones.
5. Review of *2015-2017 SOSA RFP*, *2014 SOSA Application Cover Form*, *SOSA Final Report Form*, and one-page *Submitting Your SOSA Application* summary instruction sheet (J B-W):
  - a. New for this application cycle, applications will be submitted via email to Academic Affairs (via [sosa@tcnj.edu](mailto:sosa@tcnj.edu)).
  - b. Academic Affairs (specifically, Ann Guarnaccia) will number applications and upload them to a SOSA shared file in Vibe (new campus wide file storage and sharing system), for review by committee members.
  - c. As this is new procedure for submitting SOSA applications, we should expect a lot of questions (and possible submission glitches), and we should encourage all potential applicants to be mindful of the changes and attend upcoming workshops.
  - d. Committee members offered suggestions for clarification of wording in the *RFP*, *Final Report Form*, and summary instruction sheet. Chair will make changes based on these suggestions, and forward revised documents to Academic Affairs, for posting to SOSA section of *Research & Faculty Development* webpage:  
[<http://academicaffairs.pages.tcnj.edu/faculty/research-faculty-development/>]
  - e. It was agreed that one-page *Submitting Your SOSA Application* summary instruction sheet should be distributed to faculty in advance of the September 10 workshops.
6. Review of norming process (J B-W): Chair reminded committee members that three 2013 SOSA applications were distributed via email to all committee members. Committee members should score all three applications, according to the evaluation rubric (page 8 of the *RFP*), in advance of our September 17 meeting. Variations in scoring, and questions about applying the rubric, will be addressed at that meeting.
7. Handbook (J B-W): Chair mentioned that a *SOSA Procedure Handbook 2014* was compiled by Dr. Candice Feiring (Provost Designee to SOSA, 2007-2014) with input from Hustis, Bush-Wallace, and others. Copies of the *Handbook* are available upon request.
8. How to access SOSA applications via Vibe system (Stober, Guarnaccia): Committee members were introduced to the Vibe system, with instructions on how to find, download, and annotate SOSA applications that will be uploaded to the system. A lively discussion ensued.

Meeting adjourned at 2:55pm