**Student Fee Advisory Committee**

**3:00-4:00pm**

**Tuesday, January 25, 2022**

**Virtual Meeting**

**Attendees:**

**Graduates:** Michelle Luna, Gaby Barrios, Paarth Shah, Zuleika Bravo

**Undergraduates:** Samantha Solemnidad, Luis García, Karina Mara

**Administration:** Carina Salazar, Erinn McMahan, Charles Turner

**Faculty Rep:** Dr. Alison Chu

**SFAC Advisor:** Christine Wilson

**APB Advisor:** Judy Huang

**Gaby Barrios** called the meeting to order:

1. **Approval of Agenda** 
   1. **Alison Chu** made a motion to approve the agenda. **Carina Salazar** seconded the motion. The motion passed unanimously.
2. **Approval of Fall Quarter Week 6 Minutes**

**Karina Mara** made a motion to approve the agenda. **Carina Salazar** seconded the motion. The motion passed unanimously.

1. **Example Unit Review**
   1. **Gaby Barrios** shared the Instructions for Units Review Process document on her screen to review with the committee. One this document, she reviewed the links for the Unit Questionnaire, assignments of units to review, unit review reports, unit review presentations and instructions. The report should provide detailed a detailed summary and provide any conclusions or questions. The presentation is a place to focus on these conclusions or questions for the unit, questions for the Committee, an overall evaluation about how units are using SSF funding. This should be one presentation that includes all units reviewed. There should be one to two written pages on each unit. The presentation is to force conclusions and connections between the units and for the committee to make these connections together as a group. **Gaby Barrios** shared the small group assignments with the committee and suggested dates and times for each group to meet based on the availability indicated. She added that the first person who listed in each group is the person who should email the group**.** These are the groups the committee will to meet with to discuss unit reviews in more detail.Small groups will meet in weeks 4 and 5. Gaby Barrios shared a Small Group Guide that includes a one-hour meeting agenda. This is when a committee member has a draft report or has already read all their unit reviews. This is where connections are made within the group. The brunt of the meeting is for each person to share their unit reviews for about 10 minutes each - this could also be a practice run before presenting to the full committee. The agenda also offers a 20-minute discussion portion and 5-minutes to ask any lingering questions, schedule next meeting, etc. **Gaby Barrios** shared due dates and where to submit reports. Presentations will be held week 7 and 8. **Gaby Barrios** shared a tentative calendar for winter quarter:

Week 4 (Jan 25)

* Alert committee to unit reviews
* Go through unit review example
* Give small group assignments and explain dynamic

*Outside of meeting homework:*

* Read through your unit review questionnaires
* Schedule meeting with your small group, meet with them if possible
  + First person listed for each group in the small groups assignments document is in charge of reaching out

Week 5 (Feb 1)

* Rebecca will come to explain budget
* If extra time we can debrief

*Outside of meeting homework:*

* Finish answering questions from Guidelines for reviewing units
* Meet with small group to compare units, use small group guide if necessary
* Email Gaby and Christine with any questions for units that are pending

Week 6 (Feb 8)

*Turn in reports to Box folder by meeting time on Tuesday Feb 8th*

* VC Gorden and KC Bui visit

*Outside of meeting homework:*

* Read Unit Review reports for first 5 people
* Read draft of call letter and make comments

Week 7 (Feb 15) – Two meetings

* Tues (3-4pm): Unit Review Presentations (2 people)
  + *Erinn McMahan*
  + *Gaby Barrios*
* Thurs (1-2pm): Unit Review Presentations (3 people)
  + *Luis García*
  + *Alison Chu*
  + *Michelle Luna*

*Outside of meeting homework:*

* Read unit review reports for next 6 people

Week 8 (Feb 22)—Two meetings

* Tues (3-4pm): Unit Review Presentations (3 people)
  + *Carina Salazar*
  + *Sam Solemnidad*
  + *Paarth Shah*
* Thurs (1-2pm): Unit Review Presentations (3 people)
* *Charles Turner*
* *Zuleika Bravo*
* *Karina Mara*

*Outside of meeting homework:*

* Read last two years’ recommendations to chancellor

Week 9 (Mar 1)

* Setting recommendation main points and priorities

*Outside of meeting homework:*

* Write questions and feedback for your units in the Google doc
* Fill out When2Meet for next quarter’s meeting time
* Read Recommendations to chancellor from last year and the year before

Week 10 (Mar 8)

* Further discussion re: Recommendations
  1. **Gaby Barrios** discussed the Guide to Analyzing Unit Review Questionnaire. She broke down the 13 approved questions that were sent out in the unit review questionnaire into four categories: standard questions, expenses questions pandemic questions and SFAC priorities questions. Each category has prompts/questions to think about when reading the units responses. The majority of questions should be address. Some may not be applicable. The committee must remember if responses are in line with SSF guidelines - are student services fee being used for things that are approved under the SSF guidelines. Non-academic things, generally. Expenses questions, are about carry forward, how the non-salary expenses are being used or and how temporary funds are being used and how they have been used in the past. **Gaby Barrios** shared theVeteran Services Unit Review on her screen to discuss as an example with the committee and shared organizational tips and what works best for her when reviewing a unit.

She shared that the student services funded position question and the carry forward question are often linked because if the unit does not have a filled position the unit will have a lot of carry forward sometimes.

1. **Announcements** 
   1. Rebecca Lee-Garcia will be presenting next week.

The meeting adjourned.