Meeting Minutes
November 16, 2010

Agenda:

Presentations by Special Fall 2010 Call for Proposals finalists
a. 5:15 p.m., “Expanding Learning, Assessment, and Engagement Opportunities in Medium and Large Lecture Environments” by David Anderson, Amanda Rasmusson, Thomas Brumm
b. 5:30 p.m., “The Research Writing Tutor (RWT) Program” by Elena Cotos, William Graves, Stephen Gilbert, Gregory Aist, Christopher Nelson
c. 5:45 p.m., “The Communication Network” by Geoffrey Sauer, Barbara Ching, Holly Bender, David Russell, Jacob Rawlins, Abhijit Rao, Michael Mendelson
d. 6:00 p.m., “802.11n Wireless Expansion” by Jennifer Lohrbach

Business Meeting
1) Call meeting to order; seating of any substitutes
2) Approvals
   a. Agenda
   b. Minutes from October 19, 2010
   c. Financial reports (Sherer)
3) Old Business
   a. Discussion, Special Fall 2010 Call
   b. Appropriate Guidelines
4) New Business
   a. Regular Call for Proposals
5) Good of the Order
6) Adjourn

Members Present: Eliot Winer (Chair), Larry Booth (Vet Med), Cameron Campbell (Design), Dennis Culver (HS), Gregory Davis (Library), Larry Genalo (Eng), Jason Gillette (HS), Arne Hallam (LAS), Erich Hodges (CALS), Mervyn Marasinghe (LAS), Kris Michelson (Vet Met), Olga Nikolova (GPSS), James Parrott (GSB), Gaylan Scofield (CALS), Jim Twetten (ITS), and Brandon Wlosinski (Design)

Ex-Officio Members Present: Ying Cai (CPR SCI), Allan Schmidt (CELT), Lynette Sherer Administrative Liaison), Brent Swanson (ITS)

1. Meeting called to order at 5:10 p.m.
   Eliot Winer welcomed the committee.

2. Approvals
   a. Agenda -
Larry Genalo moved to approve the agenda, and Cameron Campbell seconded. The committee voted to approve the agenda.

b. Minutes from October 19, 2010, meeting -
Arne Hallam moved to approve the minutes, and Jason Gillette seconded. The committee voted to approve the minutes.

c. Financial Reports –
Lynette Sherer noted that the financial data is still not available. SCH information for last year is still being developed by Institutional Research. She also noted that student computer fee income is currently being distributed monthly based on the FY10 algorithm. When the data is available and the new distribution algorithm developed, an adjusting entry will be processed to correct income as appropriate.

3. Old Business

a. Presentations by Special Fall 2010 Call for Proposals finalists –
After presentations and committee discussion, Larry Genalo moved to fully fund the wireless proposal, and Gaylan Scofield seconded. Motion passed.
Larry Genalo moved to fully fund the research tutor proposal, and Larry Booth seconded. Motion passed.
Eliot noted that he will contact colleges to see if they are interested in adding funding to the wireless proposal in order to get more access points.
After discussion, it was agreed that Eliot would give proposers their score along with total points available. Eliot will draft content that will go to proposers for both this call the spring call.

b. Guidelines for Appropriate Expenditure of Income from the Student Computer/Technology Fee –
Eliot informed the committee that the guidelines must stand alone. He will send out a draft of the proposed language and request feedback.

4. New Business

a. Regular CAC FY12 Call for Proposals -
Eliot will update the FY11 Call and distribute to committee for further edits. Discussion on funding level for this call was tabled until we have FY11 distribution data. It was noted that if the new Guidelines for Appropriate Expenditures is in place this may increase the number of proposals submitted. Eliot also noted that the proposed language for the regular call for proposals must be very specific about ranking, and he will put together some criteria for funding.

b. Conflict of Interest –
Eliot revised the issue of conflict of interest as it relates to CAC members being investigators on proposals. There was discussion as to a member being on a proposal and whether they should be involved in the review process. Larry Genalo moved that if a committee member is on a proposal then they are not able to be a part of the review. Arne Hallam seconded.
The committee voted and the motion passed. It was noted that if a committee member, in the future, is an investigator on a proposal that an appropriate substitute could be sent on behalf of the unit when the proposals are reviewed.

5. **Adjourn**
   Arne Hallam moved to adjourn and Gaylan Scofield seconded. The meeting was adjourned.

Lynette Sherer
CAC Administrative Liaison