



MINUTES

Services & Activity Fee Committee Meeting

Friday, November 18, 2022

- A. The meeting was called to order at 2:05 pm
- B. **Roll call:** Present at the meeting were Ivan, Lucy, Charlie, Amy, Yimi, Jinyang (Chair), and Ricardo (Advisor)
- C. **Introduction of guest:** no guest
- D. **The Land Use and Acknowledgment:** The Land Use and Acknowledgment was read.
- E. **Public comment:** No public comment
- F. **Approval of minutes:** The minutes from the first two S&A meetings are not completed yet, so no approval of minutes.
- G. **Old business:**
 - 1. A group photo is needed for the website. Drop a picture in the group chat or Ricardo/ Jinyang to take a picture of the members with a black background. The committee needs everyone to be present in person so that the group picture can be taken but Amy and Lucy were not able to make it that day. A suggestion made by Ricardo is the group photo can be taken with Amy and Lucy on the screen. The committee has decided to send pictures to Ricardo to put up on the website.
 - 2. The application is live now and it's already on the school website, below the S&A page. If you look it up through handphone, there will be an error.
 - 3. A committee brought up that the previous committee discussion was about how to enforce and promote the application. Amy suggested holding funding, but Ivan wasn't sure about that. The question that should be asked every interview is "How do you track the success of this program? Do you know what you're doing?". The biggest goal is that the applicants start doing the application now. if they don't provide an assessment of the data, the committee needs to ask how the committee can hold them accountable. This will be the action plan for next year. The assessment will be worked on in the next meeting, what resources will they provide to you if the committee gives them the fund? Jinyang will do institutional research. There should be a sheet of questions to be referenced during the assessment of student services.
 - 4. **New business:**
 - 1. No Meeting next week due to the Thanksgiving holiday.

2. Announce the next S&A committee meeting (Dec 2nd will be a workshop meeting which is postponed due to the application posted being late.). The workshop is where the applicants can come and ask questions. It will be in Zoom as well.

H. The meeting is adjourned at 2:47 pm