

Present: Chris Hyndman (Art), Kristin Judd (Biology), Ingo Janser (Chemistry), Sam Shen (CMTA), Suchindran Maniccam (Computer Sci.), Veronica Grondona (English), Heather Khan (G. and G.), Michael Dolan (H. and P.), Steve Blair (Math), Joel Schoenhals (M. and D.), Marshall Thomsen (Physics), Solange Simoes (SAC), Beth Currans (W. and G.), Kathy Stacey (CMTA), Chris Gardiner (Math), and Kate Mehuron (Dean).

- 1 Dean Mehuron called the meeting to order at 3:30pm and discussed the agenda.
- 2 Joel Schoenhals presided (as previous chair) over the election of officers for the upcoming year. Beth Currans was elected chair, Solange Simoes was elected vice-chair, and Steve Blair was elected secretary.
- 3 The calendar was discussed (with reference to a handout provided by the dean).
- 4 Dean Mehuron discussed the new portal for dissemination of proposals to the committee. It will be done through the CCRSL webpage at the CAS website. Individual committee members (and alternates) will be given passcodes to access the proposals from the site.
- 5 The bylaws were discussed and the method used to merge rankings from the two subcommittees was described.
- 6 The dean noted that we need to collect the evaluation sheets used to score proposals. The dean will archive them. She also noted that each committee member will be given a code so that rankings will be anonymous.
- 7 The changes to FRF and the new SRA form regarding number of pages was discussed. Namely, that the limit is now four pages. The new forms are available on the provost's website.
- 8 A move was made to add language to the bylaws to clarify references to the variety of proposals reviewed by the committee. The move was to replace the current wording with "award, fellowship, or leave" wherever appropriate. Dean Mehuron will write up the motion which will be voted upon at our next meeting.
- 9 It was noted that the committee secretary is supposed to present the final rankings in writing to the dean and the members of the committee.
- 10 The meeting was adjourned at 4:30pm.

Submitted by Steve Blair