

Student Fee Advisory Committee

Meeting Minutes

Fall Week 9, 12/4/2020

Fridays, 2:00-4:00 P.M.

1. Call to Order
 - a. 2:03pm
2. Roll Call
 - a. Arbi Leka, Jason Jennings*, Chase Hickey*, Ben Du, Courtney Chan*, Jacqueline Lee*, Jean Hanna*, Lakshmi Chilukuri*, Margaret Ramaeker*, Miranda Junn*, Serena Chang, Stephanie Eisenberg*, Ilmaa Haque, Miguel Carias, Arnav Taneja*, Zachary Infante*, An Vu*, Nick Butler, John Hughes, Becca Rose*, Sam Horio,
 - b. Excused: Norienne Saign
 - c. Unexcused: Liz Henry*, Bryce Smith
 - i. * = Voting Member, Voting Members present: 13
3. Approval of Minutes
 - a. [Fall Week 7](#)
 - i. Motion: Move to approve by Chase, seconded by Miranda
 1. Yay: 12
 2. Nay: 0
 3. Abstain: 1
4. New Business
 - a. Review of Scoring Metric Guidelines and Cutoffs
 - i. Overview chart. OASIS example from last year's SFAC.
 1. Includes program name(s), team members, student staff, services offered, students, current assessment methods/reporting, allocation & funding sources
 2. This year we requested **Unit Name** [program name and state date, number of FTE/student staff], **Unit Director** [program description/services offered (a link to this specific programs website also suffices), student enrollment/participation numbers over previous years], **Director Contact Information** [internal assessment/satisfaction methodology and results from said methodology, budget (total program budget as well as funding from the student services fee), how might decreased funding affect the operational capacities of this program?]
 - ii. Overview charts are not supposed to be entirely what you base your scoring off of, instead meant to foster discussion in the subcommittee and generate questions to ask the unit directors

1. Gives a sense of where the unit themselves places their own priority in, such as assigning more or less staff/bigger or small budget
 2. The chart just has data but not the reason why the data is the way it is (ie: no knowledge of why enrollment went down or students have had lower satisfaction rates)
 - a. Up to our discretion. Ex: is the program less satisfactory, or is it UCSD students as a whole finding the topic less satisfactory
 - b. Ask questions! Ex: hey, what happened?
- b. Outline of Winter Quarter Scheduling and Committee Format
- i. In previous years, unit directors would come to SFAC with budget proposals and present to us. Since there are 30+ units this year -- each having multiple programs within them -- this would not be feasible to do during our general committee meetings.
 1. Divide and Conquer strategy: subcommittees do more in depth and one on one assessments of their assigned units and then present to the main committee with their findings
 - ii. Expectations of subcommittee:
 1. Meet with the respective subcommittee before Thursdays every week.
 2. Meet with the Unit Directors and/or Representative from the unit at least once to ask them questions or receive clarification
 3. Once you all meet with the Unit Director and/or Representative from the Unit, upload any relevant documents to your respective Subcommittee folder in the [shared Google Drive](#)
 4. Fill out the Subcommittee report google form every week by **10 a.m. Friday**
 5. Be ready to present your analysis/findings in general committee meeting as a group and lead discussion/Q&A afterwards
 - iii. General committee expectations
 1. Make sure to attend general committee meetings every friday
 - a. If you cannot attend, make sure you email Arbi at least 24 hours in advance and still review the weekly minutes and presentations that will be uploaded to the shared Google Drive
 - b. While the subcommittees are presenting, stay attentive and be respectful

- c. After the subcommittees are done presenting, participating in the discussion; ask questions and/or make constructive comments about the findings
 - 2. John: We caused some anxiety. Let's come up with a prepared set of questions for Unit Heads. Ex: assessment data, impact reports, questions XYZ
- c. Example Subcommittee Presentation
 - i. Will send out a Google Form to see what SFAC members want to ask
 - ii. Becca: By Winter Week 1, should we already have a presentation scored?
 - 1. Arbi: Nah, it's a bit tough since we haven't assigned Units yet. For Week 1, we will have something else. But Weeks 2-10, we expect a report. Reviewing a unit every week would be too much. Depending on the budget of a Unit, that will guide how much time you spend reviewing. Recommend going through the bigger units first, just so you have some buffer time and aren't rushing.
 - a. John: Are subcommittees supposed to take responsibility for setting up their own meetings? Is the goal just to complete their job of communicating and scoring?
 - i. Yes. A lot of the times, a Unit Head and the specific person in charge of the program (FTE) would come
 - b. An: Are we supposed to meet with our subcommittees now?
 - i. Subcommittee meetings should start week 1 winter quarter
 - iii. Example of Subcommittee questions:
 - 1. Considering the incoming budget contractions, how have your budgetary priorities for the unit overall changed—if at all?
 - 2. In the event of budget contractions, do you have a specific plan on how to allocate resources within your unit?
 - 3. Throughout the academic year, how many students from the Summer Bridge program continue to utilize each of the in-person services that you offer (i.e. Mentors, Learning Communities, etc.)?
 - 4. Do you have any data showing that these in-person services—particularly the Mentors—have positively impacted the Summer Bridge participants using metrics other than sense of belonging?
 - 5. How regularly are the participants of the Summer Bridge program meeting with their Mentor throughout the academic year?
 - 6. How has the Summer Bridge program and its services impacted the GPA of its participants throughout the academic year?
 - iv. Example SFAC Presentation

1. *The SFAC Unit consists of one program, the Student Fee Advisory Committee, which advises the VCSA and CFO yearly on student priorities in regards to both budget allocations and contractions involving the Student Services Fee. Upon meeting with the unit head, we found that all UCSD students pay into this fee, as well as the large amount of programs that this fee funds and the committee advises on. The committee also is the liaison to the Council on Student Fees, the systemwide SFAC group.*
2. *Other questions that we had were the number of student staff on this committee (which consistently stays at 12 people per year), the internal budget allocation (split between CSF expenses, stipends, and event planning), and how decreased funding might impact this unit (CSF expenses and number of events would have to decrease)*
 - a. SFAC score breakdown:
 - i. Breadth: 10/10. Due to the fact that all undergraduate and graduate students pay into the Student Services Fee, this unit serves an extremely large demographic. Thus, it received a high breadth score.
 - ii. Depth: 10/10. SFAC’s work particularly pertains to the UCSD student body by representing their needs and interests—as evidenced by their annual report on student budgetary priorities—thus, this unit received a high depth score.
 - iii. Value: 10/10. Given the high impact this unit has on every student at UCSD and its low cost (\$40,000), this unit received a high value score. Importantly, competing external advisory services would not only be both extremely costly to employ, but would also detrimentally lack student insight.
 1. Overall: 30/30
3. Main point of Q/A is to have discussion and ask questions

v. Questions?

5. Announcements

a. Roberts Rules

- i. *“Point of Information”* in the chat if you have a question
- ii. To make a motion to vote on things say *“move to vote”*, requires a *“second”*
- iii. *“Raise Hand”* on Zoom to join the Speakers List

6. Adjournment

a. 3:01pm