Minutes from 4/23/2015

Attending: Julie Abbarno, Denise Bourne, Aaron Babcock, Yolanda Gonzalez, Erich Heintzelman, Becky Hopkins, Rob McCaffrey, Melissa Schreiber

Occupied: Linda Anthon, Roger Corriveau, Eric Wallman

1. The committee confirmed its desire to change the committee name and clear up confusion with SPD registration funds. The name of the East Campus group will be the East Campus Academic Division (**ECAD**) travel fund committee.
2. The committee confirmed that CSA members who report to the East Campus president are eligible for ECAD travel funds. The committee confirmed that full-time faculty (any on a 4-month contract or longer) are eligible for ECAD travel funds.
3. For high-impact scoring, the committee will add an optional field to its form that allows for an applicant to discuss how their travel impacts division, campus, or college goals. Our group will do away with trying to create a pre-existing list of high-impact items.
4. For situations where multiple people are going to the same conference, we won’t have a cap, but we will consider the following:
	* Whether we will have a greater positive impact by funding an applicant going to a different conference over multiple people going to the same conference.
	* Who among multiple people going to the same conference seem the most likely to share the conference information effectively with the rest of the college.
	* Who among multiple people going to the same conference applied first.
	* Who a dean recommends should go among multiple applicants traveling to the same conference.
5. The committee will remove from our forms references to ‘other funding sources’. We will still score a point for in-state conferences to encourage people to attend the closest option.
6. To discourage applicants from applying and then not using ECAD travel funds, we will adopt a ‘last to be considered’ policy. If someone receives funds but doesn’t travel, the committee will consider their next application only after all other eligible applicants have been funded.
7. The committee with consider a new level of annual cap at its May meeting. Rob McCaffrey proposed that whatever the new cap is that the committee adopt a policy of a small increase each year rather than periodic large jumps in the cap.
8. The committee reviewed copies of the new proposed forms and will go with a version based on Draft 4 (a version based on the SAGE website). Rob will work with SAGE and OIT to get the new form on a website. The ‘submit’ button will prompt the applicant to print out the form, but will also send a copy of the application data to the co-chairs of the ECAD travel committee.
9. Rob will notify our counterparts on other campuses and the college SPD chairs about the results of our meeting today.
10. In other business, the committee discussed awarding only one trip per year (Cycle 1 through Cycle 3) regardless of the amount the trip cost. After discussion, Rob called the question “Should we award one trip per year or should we allow for multiple applications per year so long as the total cost of the trips doesn’t reach the annual cap?” The committee vote was tied 4 to 4. Rob will put the question to all 11 committee members via electronic vote.
11. Rob will set the room for our May meeting. Shortly after the May meeting, we will share the changes discussed in these minutes with the campus.

The meeting adjourned at 2PM.