* Add the note about us not funding in-district travel
* Ways to score high impact:
  + Does the travel affect something listed the current online East Campus plan?
  + Does the applicant include a plan for engaging students directly?
  + Does the travel include a plan for collaborating with (other in the college or community) outside of your unit?
  + the committee should balance the needs of long-running college indicatives with new proposals?
  + In considering multiple proposals for the same initiative, or multiple college initiatives, we should choose what has the most impact.

The majority of the meeting was reserved for discussing the awards for the cycle. The committee agreed to address in a future meeting:

* Our current system of weight for in-state conferences and for speakers.
* Adding more points to the high-impact portion of the applications.

Current weight:

Listed below are guidelines the ECAD travel committee uses to award travel money.

* The convention, conference, workshop, etc., must relate directly to your assigned duties at Valencia and you must have the approval of your supervisor.
* New requests are considered ahead of requests from applicants who received funding during the previous two cycles.
* Preference is given to higher levels of participation (speakers or conference chairs).
* Preference is given to requests that the travel committee considers to have high impact on personal, division, campus, and college goals.
* Preference is given to requests for in-state travel.
* In cases where multiple applicants wish to attend the same event, the travel committee will also consider:
  + The additional impact gained by multiple people attending the event.
  + The description of how what is learned at the event will be shared with others at the college.
  + Recommendations by division administration.
  + Which applications to the same event were received first.
* Applicants who didn't use their last travel reward are considered after all other applicants in a given cycle.

