**Faculty-Student Collaboration Program Council**

Meeting Minutes

Nov. 2, 2011

Present: Carugh Ball, Benny Chan, Jarret Crawford, Donka Mirtcheva, Annie Montero, Janet Morrison (Chair), Lori Paolini, James Taylor, Karen Yan (Vice-Chair)

1. The 10/19 meeting minutes was approved unanimously.
2. The council members continued with discussions on revising 2012 MUSE RFP.
3. The timeline for the RFP was reviewed. The application due date and the announcement date were set at Feb. 6, 2012 and March 16, 2012 respectively.
4. Adjournment was at 2:35pm.

**Faculty-Student Collaboration Program Council**

Meeting Minutes

Dec. 7, 2011

Present: Carugh Ball, Dan Chandler, Benny Chan, Jarret Crawford, Paul D’Angelo, Annie Montero, Janet Morrison (Chair), Lori Paolini, Jerry Petroff, James Taylor, Karen Yan (Vice-Chair)

1. The 2012 MUSE RFP has been sent out.
2. Schedule for proposal review was set as the following:

Feb. 1, 2012 – Norming meeting

Feb. 15, 2012 – 1st review meeting 1:30-3pm

Feb. 29, 2012 – review meeting 1:30-3pm

Feb. 24, 2012 – review meeting 11- 12:30pm

1. Adjournment was at 1:55pm.