**SOSA Committee**

**Wednesday, October 8, 2014, 1:30pm**

**Green Hall, Room 14**

**Present:** Bennett (minutes), Bush-Wallace (Chair), Cathell, Hustis, Kirnan, Mawhinney, Papamichail, Sen, Vandegrift, Van der Heijden, Zake

**Guests**: Brad Stober (Network and Technical Services); Ann Guarnaccia (Academic Affairs)

1. Minutes from September 17, 2014 meeting were reviewed. SS moved to approve; JK seconded. Motion was approved with no objections.
2. Number of applications received (AG): Applications submitted to sosa@tcnj.edu email are still being uploaded to Vibe, so a final count is not yet available; estimate is 80-90 applications received. All files should be uploaded to Vibe by the end of the week.
3. Review of Vibe system to access SOSA applications. Committee members were previously given a one-page instruction sheet for accessing application files uploaded to Vibe by Academic Affairs. Stober reiterated instructions on how to find, download, and annotate SOSA applications.
4. Panel assignments (J B-W): Chair met with TB and IZ on October 7, 2014 to distribute committee members between two panels.
	1. Panel A: J-BW (panel chair), MC, HH, JK and DV
	2. Panel B: TB (panel chair), LM, DP, SS, and LV
5. Applications with missing or incomplete information: Following discussion, it was affirmed that the committee was bound by the language of the 2015-2017 SOSA RFP, which states the following (pg 4):

Applicants should **submit** their proposal by **4:00 pm, Monday, October 6, 2014 to** **sosa@tcnj.edu**for the SOSA Committee’s review and recommendations to the Provost. Late or incomplete applications will not be accepted.

* 1. During the review process, committee members should notify panel chairs about applications that appear to be incomplete.

Meeting adjourned at 2:45pm