**MINUTES 9/4/13**

SOSA Committee Meeting

1:30-2:50 pm, Library Conference Room

Present: Terrence Bennett, Jill Bush-Wallace (Vice-Chair), Jason Dahling, Candice Feiring, Harriet Hustis (Chair), Stephanie Sen, Deborah Thompson, Liselot van der Heijden

Not Present: Matthew Cathell

Harriet called the meeting to order at 1:30 pm.

Harriet welcomed everyone to the committee and asked to introductions of the committee members.

Topics discussed and reviewed:

* Schedule: Harriet provided a schedule of meetings and reviewed the dates and times.
* Attending SOSA Workshops: Harriet asked for volunteers to attend the two SOSA Workshops to be held on 10/11/13.
* Norming session: Harriet discussed the process for the application norming session. She stated that she would email everyone the four applications to be reviewed for the session on Wednesday 10/2/13.
* New committee members: It was noted that two new committee members will be approved by CFA on 9/18/13. Harriet and Candice will meet with the new committee members separately before 10/2/13 meeting to orient the new members.
* Application review process. Harriet discussed that the application review process was confidential and comments should remain within the committee meetings. There will be 62, two-year SOSAs to award this academic year. There will not be any one-year awards to allocate until sabbaticals have been awarded. There were 60, two-year awards last year. It was reviewed that those applying for sabbatical and receiving a SOSA will have the option to select one-year of a two-year SOSA award. However, sabbatical information will not be known until Spring. Harriet discussed the process of recording raw scores and their conversion to z-scores to determine the SOSA award final numbers. Same as last year, there will be two panels to each review half of the applications and discuss those applications in the panel meetings. Once the panels have completed their reviews, the two panels will collapse all scores into one larger database for the final determination of awards and ranking of applications. Of particular note was a discussion about the ‘career impact’ statement and how that component will be contained on the cover sheet instead of in the narrative of the application.
* Academic Affairs: Candice noted that Abby Stern from Academic Affairs Office will be working with the SOSA group. The committee will be able to pick up applications to review starting on Thursday October 10, 2013.

Meeting was closed at 2:50 pm.

Minutes respectfully submitted by Jill Bush-Wallace, Vice-Chair, SOSA