

Student Services Committee: Meeting Minutes
October 16, 2015

In Attendance: Joshua Black, Judy Butler (chair), Neal Chestnut, Amy Farmer, Ken Hilderhoff; Angela Insenga; Gail Reid, Sandy Robbins, Helen Diamond Steele, and Rui Xu

-Judy Butler called the meeting to order at 3:09 p.m.

-Prior to the committee's examination of the applications for funding, Dr. Butler shared that both Gail Reid and Neal Chestnut had worked to craft an Excel spreadsheet that organized the applicants by name and department. This strategy would allow for the committee to make recommendations and deliver them to the form in an organized fashion.

-Members then worked together to examine each application, noting any issues with the major requirements for eligibility:

- ✓ A correctly submitted application packet with all requisite parts
- ✓ Proof that the student pays student fees

-Five students did not receive funding because they did not meet the base requirements listed above, while 19 received partial funding for their scholarly endeavors. The funding allotted totaled five thousand dollars for fall semester. See the attached Excel spreadsheet for details about dispersal.

-A final committee recommendation for forthcoming application forms is the addition of a question on the application that reads "How will your participation at this activity enhance the vibrancy on the University of West Georgia's campus?"

-Judy Butler adjourned the meeting at 4:07 p.m.

-Respectfully submitted by Angela Insenga