

## **Student Affairs Committee Meeting Summary**

11 am – noon, September 25, 2014, COSM Dean's Office Conference Room

Members present: Sharmistha Basu-Dutt, Sarah Brandt, Judy Butler, Susan hall, Helen Diamond Steele, Matt Varga, Rui Xu

At the committee's first meeting, members introduced themselves and the full member list was distributed to the group. Communication with committee members will be via [fs-sa-list@westga.edu](mailto:fs-sa-list@westga.edu). Sharmistha presented to the group the purpose of the committee, as described on the Provost's website ([http://www.westga.edu/vpaa/index\\_1819.php](http://www.westga.edu/vpaa/index_1819.php)).

Since this committee serves in an advisory role to VP Student Affairs, Dr. Scot Lingrell was invited to speak to the group at this meeting. Scot gave an overview of his division and shared the division's personnel structure and budget. He emphasized that his team was fostering an evidence based culture and is currently looking at reallocation of budget items to align with the strategic plan and actively assessing impact of various programs on student success. He encouraged our committee to help Dr. Myrna Gantner with the Student Success Collaborative. He was eager to hear about issues that could be addressed by his division in the future but alerted that parking and food are handled by VP of Business and Finance. Confusion with Preview Day arrangements was brought to his attention and he made a note to talk to Justin Barlow (Admissions).

The committee was briefed on the state of the Student Travel awards that are decided by the committee by Sharmistha. As a voting member on the SAFBA committee that allocates student activities fees to fund the travel awards, she informed the committee of reduced funding this year due to two reasons: (i) students receiving these awards are not contributing to enriching the overall campus culture, (ii) unused funds are being returned to SAFBA. The Provost's Office, the administrators of the student travel awards, has been made aware of the problem. Myrna has charged the committee to come up with a better model for deciding travel awards to make sure that students receiving funds are presenting to other groups of students on campus, students/faculty sponsors are made accountable for the monies allocated to them, and fund balances are being properly tracked. The Fall 2014 travel announcement went out to faculty before the first meeting and the committee will meet the week of October 13 – 17 (Doodle poll will be used to find the best meeting time!) to make review applications and make decisions using the current criteria (see next page). The committee will meet several times this Fall to redesign the travel awards criteria so that the new rules can be implemented starting Spring 2015.

# Application Form : Foundation Student Travel Award

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*What is it?* A program to assist in the funding of student travel for the purposes of research (**either presenting research/creative activities at professional meetings or conducting research specific to future presentations**).

In order to be considered for these awards, students must include ALL the following:

- 1) A completed application form, 2) A full abstract accepted for presentation at a professional meeting,
- 3) A completed travel authorization for non-employees form available at [http://www.westga.edu/assetsDept/travel/Travel\\_Authorization\\_NonEmployee.pdf](http://www.westga.edu/assetsDept/travel/Travel_Authorization_NonEmployee.pdf)

*Who qualifies?* All undergraduate and graduate students in good standing.

*What is the deadline?* For Fall Semester travel **October 06, 2014**  
For Spring Semester travel **February 9, 2015**

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Name: \_\_\_\_\_ Student I.D.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Classification:      Freshman      Sophomore      Junior      Senior      Graduate

Major: \_\_\_\_\_

Name of Faculty Sponsor: \_\_\_\_\_

Total Amount Requested: \_\_\_\_\_

What other sources of funding have you applied for? \_\_\_\_\_

Dates of travel: \_\_\_\_\_

Destination of travel: \_\_\_\_\_  
(Include both the city/state and the name of the conference or research site)

Have you received funding from this Travel Award in the past?      YES      NO

List semester, year and amount of the last Travel Award: \_\_\_\_\_

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## Signatures Required

Student \_\_\_\_\_ Faculty Sponsor \_\_\_\_\_

Chair of Department \_\_\_\_\_

Dean \_\_\_\_\_

**Submit completed application packet to the Provost & Vice President for Academic Affairs, Sanford Hall.**