**Student Tech Fee (STF) Oversight Committee**

Minutes of Meeting: October 10, 2018

Voting Members Present: Jane Cassidy, Tommy Smith, Mette Gaarde, Sheri Thompson (proxy for Andrea Ballinger), Stewart Lockett, Christina Black, Aaron Harrington, and Rene Petit

Guests: Kurt Keppler, Brian Antie, Heather Slagell, Carrie-Anne Slaton, Tyler Kearney, John Duplantis, Aimee Riggs and Amanda Marshall.

**Materials distributed:**

Minutes from September 26, 2018 Meeting

Discipline-Specific Proposal Guidelines and Information

Ranking Sheet- Example

3-Year History of STF Committee Approved Projects

1. **Welcome and Introduction.**

The meeting was chaired and called to order by Jane Cassidy at approximately 3:00 p.m.

1. **Old Business.**
2. **Approval of the September 26, 2018 Minutes** *(Jane Cassidy)*

Mette Gaarde motioned to approve the minutes; Rene Petit seconded the motion.  The minutes were unanimously approved.

1. **New Business**

**A. Discipline Specific Voting Criteria**

Jane Cassidy and Tommy Smith led the committee through the evaluation criteria for discipline-specific proposals. The committee will rank proposals, based on the established criteria, to determine which proposals will be approved for funding. Proposals should be submitted through Community Moodle by October 26, 2018. Committee members will have access to view the submitted proposals for evaluation and ranking. Final rankings should be sent via email to Amanda Marshall at aknipp1@lsu.edu by November 11, 2018. The combined rankings will be sent back to the committee prior to the November 14th meeting.

1. **Next Meeting Date**

The next STF Oversight Committee meeting will be November 14, 2018 at 3:00 P.M.

1. **Adjourned**

Aaron Harrington motioned to adjourn; Christina Black seconded the motion.  The motion was unanimously approved.  The meeting adjourned at approximately 3:30 P.M.

**Reminders:** Please forward all agenda items and handouts to Jane Cassidy or Amanda Marshall a minimum of one week prior to the next meeting.

Student Representatives: If you are unable to attend the next meeting, please send an alternate representative to ensure a quorum.

*Respectfully submitted, Jane Cassidy, Chairman*

*Minutes recorded by Amanda Marshall*