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

Minutes of Meeting: October 27, 2016

Voting Members Present: Jane Cassidy, Tommy Smith, Pam Nicolle, Mette Gaarde, Devan Richard (proxy for Zachary Faircloth), Vernon Dunn, Michael Rodriguez, Joan Lyons (proxy for Alexandra DeGravelle), Jacqueline Samson, and Jason Badeaux,

Guests: Kurt Keppler, Brian Antie, John Duplantis, and Amanda Marshall.

**Materials distributed:**

Minutes from October 13, 2016 Meeting

Discipline-Specific Proposal Guidelines and Information

1. **Welcome and Introduction.**

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

1. **Old Business.**

1. **Approval of the October 13, 2016 Minutes** *(Jane Cassidy)*

Vernon Dunn motioned to approve the minutes; Michael Rodriguez seconded the motion.  The minutes were unanimously approved.

1. **New Business**

**A. Discipline Specific Voting Criteria**

Jane Cassidy and Michael Rodriguez led the committee through the updated 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 November 11, 2016. Committee members will have access to view the submitted proposals for evaluation and ranking. Final rankings should be sent via email to John Duplantis at jdupl12@lsu.edu by November 20, 2016. The combined rankings will be sent back to the committee prior to the November 22nd meeting.

1. **Next Meeting Date**

The next STF Oversight Committee meeting will be November 22, 2016 at 3:00 P.M.

1. **Adjourned**

Vernon Dunn motioned to adjourn; Mette Gaarde seconded the motion.  The motion was unanimously approved.  The meeting adjourned at approximately 3:40 P.M.

**Reminders:** Please forward all agenda items and handouts to Jane Cassidy or John Duplantis 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*