**Summer School Committee Meeting**

Date: Nov 17, 2017

Attendants: Patricia Anderson, Tae Seok Yang, Barry Witten, Garrent (Dave) Hunter, Sebastian Szyjka (Graduate council), Natalie Kenny (Undergraduate Student Council)

Secretary: Tae Seok Yang, Patricia Anderson

AGENDA

1. Election of a Chair 2017-2018: Dr. Tae Seok Yang (voting: 5 out of 6)
2. Changes in the bylaws
	1. 1. Membership:
		1. changes “appoint two faculty members from each of the four academic colleges” to “appoint one faculty member from each of the four academic colleges”
		2. Add “Preference given to faculty with experience working with statistics (i.e., descriptives, t-test, one-way ANOVA)”
		3. However, we are wondering whether or not we can exclude two members from the SGA and graduate council. In this way, we believe we can have as few members as possible considering the SSC duties (i.e., conducting survey and analyzing data).
	2. 2. Duties:
		1. d. what is meant by “applicable summer initiatives?” If this is something outside the jurisdiction of the SSC, we recommend that this statement be deleted.
		2. Delete three duty statements: e, f, and g.
3. Changes in the policies and procedures
	1. II.A. changes: “Produce a survey instrument (or modify a previous one) separately for each of the constituents (faculty, students, or advisors) for consideration by the Faculty Senate before releasing the survey, “to “Produce a survey instrument (or modify a previous one) for students for consideration by the Faculty Senate before releasing the survey.”
	2. E. Membership
		1. Changes: “consist of ten members” to “consist of six members” in the first line
		2. changes “appoint two faculty members from each of the four academic colleges” to “appoint one faculty member from each of the four academic colleges”
	3. F. Duties of the committee
		1. Delete “a”
		2. b and c: change “every two years” to “every year”
4. Suggestions to the survey
	1. Our focus of the meeting was to elect a chair and make changes to the bylaws and duties. Therefore, we decided to table discussion of the survey items and administration policies until the next meeting. However, there were several suggestions from the members such as making the survey annual, instead of every two years, sending out more reminders to the students, incentives to students to participate such as gift certificates, so on. Further discussion will continue in the next meeting.