

UNIVERSITY ENTERPRISES, INC.
Campus Grants Program Committee Meeting
October 19, 2017

Present: Liz Baidoo (chair)
Sandra Gallardo
Jamie Hoffman
Jasmine Jacquez
Monica Kauppinen
Steve Perez

Staff Present: Michael Calvillo
Shannon Rexin (university staff)

The meeting was called to order at 8 a.m. in the UEI administrative conference room. The purpose of the meeting was to introduce new committee members, provide a quick overview of the program, and review the upcoming application deadline and scoring process.

There are three new committee members this year so we made introductions to each other, providing some background information on our positions and responsibilities on campus. After that, a brief summary of the program's history was given as well as some thoughts and impressions from returning committee members.

Next, the committee went over the scoring of applications using InfoReady Review. This is the first year the committee will use a web-based scoring system. Because InfoReady is already used by university staff, Shannon Rexin from the university's Office of Research Affairs gave a tutorial on how to view, score and comment on the applications received.

Finally, the committee was given information regarding when applications would be ready to review and score. Also, the date of December 1, 2017 was confirmed for the next committee meeting, where scores would be tabulated and recommendations for funding would be discussed.

The meeting was adjourned at 9 a.m.

Respectfully submitted:

Liz Baidoo
Chair