

**Western Washington University**  
**Associated Students/Information Technology**  
**Student Technology Fee (STF) Committee Meeting**

Tuesday

April 7, 2015

OM 465

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| <b><u>Committee Members Present:</u></b> | Jaleesa Smiley (AS VP for Academic Affairs and Chair), John Lawson (Vice Provost for Information Technology/CIO), Patrick Eckroth (student at-large), Josie Ellison (student at-large), Chris Sandvig (representative from Academic Technology Committee), Cristina de Almeida (faculty senate at-large representative), Diane Bateman (committee staff) |
| <b><u>Absent:</u></b>                    | [one student at-large vacancy]   |
| <b><u>Advisor(s):</u></b>                | N/A  |
| <b><u>Guest(s):</u></b>                  | N/A  |

**MOTIONS – none**

**Jaleesa Smiley, AS VP for Academic Affairs, called the meeting to order at 2:04 p.m.**

**I. REVISION TO THE AGENDA – none**

**II. APPROVAL OF MINUTES – none**

**III. INFORMATION ITEMS**

Lawson provided an overview of the proposal review process, and a general timeline of Committee activities for the next month. (See related action items below.)

Approximately \$130,000 is available for successful proposals in the STF 2015 fund. Compare this to the approximately \$227,000 in proposal requests (not including college/department contributions).

**IV. ACTION ITEMS – none**

Note: Meetings were scheduled after this April 7 meeting.

**A. Thursday, April 16, 2:00-3:00 – VU 460**

1. Before the meeting, please read all of the proposals and develop any questions you may have. (The late proposal from CFPA was posted to the website on April 10.)
2. Committee members will share responsibility for obtaining answers to the questions before the next (April 21) meeting.

**B. Tuesday, April 21, 2:00-3:00, HH 122**

1. Present answers to any proposal questions from the previous meeting.
2. Determine if there are any unanimous proposal choices (yes or no) that need no further discussion, at least initially.
3. Discuss pros/cons of the remaining proposals.

C. Tuesday, April 28, 2:00-3:00, HH 122

1. Continue discussion of proposals as needed.
2. The Committee cannot make a final decision before May 1 because comments from the Western community (Academic Technology Committee, students, faculty/staff) are due to the STF Committee on May 1. In addition, the process timeline has been posted on the STF website since last fall.
3. Requests for comments will go out this week via Viking Village, Western Today, and Western Front.

D. Tuesday, May 5, 8:00-9:00, HH 122

1. Incorporate proposal comments from the campus community into consideration of all proposals.
2. Finalize funding recommendation, which will be sent to Bruce Shepard and AS President for approval.
3. Lawson would like to attend this final meeting if his travel schedule allows, but the Committee should meet even if he can't attend.

**V. OTHER BUSINESS – none**

**THE MEETING WAS ADJOURNED AT 2:20 p.m.**