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

Minutes of Meeting: October 26, 2023

Voting Members Present: Tommy Smith, Jane Cassidy, Ric Simmons (proxy for Craig Wooley), Grover Waldrop, Anna Cate Strong, Lyric Mandell, Emma Long (proxy for Emma Bruney), Camille Cronin (proxy for Sam Staggs), Ella Millet, and Kristen Richard

Guests: Emily Hester (proxy for Brandon Common), Wen Fan, Brian Antie, David O’Brien, Aimee Riggs, John Duplanits, and Amanda Marshall

**Materials distributed:**

Minutes from September 28, 2023, Meeting

Example Rank Sheet

Blank Rank Sheet

Evaluation Criteria for 2023-2024

1. **Welcome and Introduction.**

The meeting was chaired and called to order by Jane Cassidy at approximately 4:00 p.m.

1. **Old Business.**
2. **Approval of the September** **28, 2023, minutes** *(Cassidy/Smith)*

Ric Simmons motioned to approve the minutes; Anna Cate Strong seconded the motion. The minutes were unanimously approved.

1. **New Business.**
2. **FY23-24 Discipline Specific Evaluation Criteria** *(Cassidy/Smith)*

Tommy Smith and Dr. Cassidy led the committee through the evaluation criteria for discipline-specific proposals. Based on the established criteria, the committee will rank proposals to determine which proposals will be approved for funding. Proposals were submitted through Moodle with a deadline of October 30, 2023, Noon. Committee members 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 06, 2023, Noon.

1. **Adjourned**

Anna Cate Strong motioned to adjourn; Ella Millet seconded the motion. The motion was unanimously approved. The meeting adjourned at approximately 4:30 pm.

1. **Next Meeting Date**

November 16, 2023

**Reminders:** Please forward all agenda items and handouts to Jane Cassidy, Tommy Smith, 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, Tommy Smith and Jane Cassidy, Co-Chairs*

*Minutes recorded by Amanda Marshall*