Present:

Faculty: Ruth Lumb, Nandita Bezbaruah, Henry Chan, Nancy Paul, Aaron Quanbeck, Nathan Clarke, Andrew Conteh, Richard Lahti

Non-Faculty: Stephen Fox (not officially appointed yet?) (3 additional non-faculty to be appointed)

Students: Joseph Fog (officially appointed?) (3 students yet to be appointed)

Absent: None

Agenda in plain text, comments/discussion/actions taken in highlight.

1. Review of charge, chair, minutes, etc. Table discussion of a chair until we have a whole committee, including non-faculty and students. In the meantime, Richard Lahti will serve as chair and be responsible for agendas, minutes, etc.

2. Review of SAC to 2012 including the new statewide undergraduate research conference.

3. Review of what has been accomplished thus far (keynote speaker, 1 student panelist, menu, application, preview guide). Discussion of the potential printing problem if a large number of faculty and students decide to run off copies of the program/preview guide. One suggestion was to put a table of contents online and link to shortened chapters to make it harder to print all 130 pages with a single click, especially if all the student wants is a single page or single section.

4. What needs to be accomplished?

a. Getting the other 3 panelists from B&I, A&H, S&NS and working with these 4 in conjunction with keynote speaker. Richard will organize, no need for an invite for a panelist from University College at this point. Should we have a dinner the night before? On campus or off? Dinner or heavy hors d'oeuvres? Ushers? Josey Fog and Stephen Fox will look into this? Since the keynote speaker is a member of our faculty, a souvenir/gift certificate from the bookstore might be an appropriate gift since we can not pay him.

   • Their pictures and bios collected, edited and posted online
   • His abstract/outline
   • Their responses to this abstract/outline written out, practiced, timed.

b. VIPs
• Invites - Please email ideas for VIPs who need to be invited to Richard Lahti. Some suggestions from the committee included: president emeriti, Lynn Kovash, professors emeriti, members of local school boards, mayors. Further discussion will probably be needed. One possibility would be to invite some of these people to see the presentation but not the luncheon.

Meeting adjourned.