



Innovation Center Council

Minutes

Date 02/17/2017 Start Time 10:15 AM Adjournment Time 11:15 AM Location AIC, WALK 1-137
 Type of Meeting Regular Special

CHAIR	Joydeep Bhattacharjee & Cliff Tresner
SECRETARY	Mary Elizabeth Bridges
ATTENDEES	Paula Griswold, Mara Loeb, Tommie Church
ABSENT (EXCUSED)	Bob Eisenstadt, Charles Hughes, Kris Bista, Tammy Johnston, Girish Shah

Agenda

GENERAL ANNOUNCEMENTS	
The council members met to discuss the furniture update as well as the AIC grant process.	
DISCUSSION TOPICS	
<p>The meeting agenda included 6 agenda items: 1. Approval of previous meeting minutes 2. AIC Furniture sub-committee update 3. SmartNotebook update 4. AIC Visiting other Center sub-committee update 5. AIC Grant procedure 6. Additional meeting dates</p> <ol style="list-style-type: none"> 1. The council made a few changes to the minutes that will be corrected and resubmitted for council approval at the next meeting. 2. The AIC Furniture sub-committee (Mara, Paula, and Tommie) shared with the group what they found to meet the furniture needs/requests of the council. The sub-committee was asked to revise their furniture list to give the AIC Council co-chairs two options: An option in the \$10,000 price range and one in the \$14,000 price range. This would require the reduction of the number of stackable chairs and finding lower cost lounge furniture. The sub-committee asked to finalize the itemized list so that it could be sent to Dr. Pani by February 23rd. 3. Joydeep checked on the possibility of installing Smart Notebook software on computers for faculty that would be more interested in using that technology in their classroom. At present, several classrooms are outfitted with the Smart Notebook technology but it is hard for a faculty member to utilize it if they cannot prep in their office. There is a free trial of the software that could be used and if they like it, we could purchase enough for 24 computers that have a license that would last 3 years. Joydeep will work to get an idea of how many faculty might be interested in having this software installed. 4. The AIC Visiting Other Center sub-committee (Kris) was not able to attend but asked the council (via email) to submit questions for the guest speaker schedule for March 9th prior to the event. Questions should be sent to Kris by March 2nd. 5. AIC Grant procedure: The committee discussed the process and procedure for the AIC Grant. The following steps will be followed: <ol style="list-style-type: none"> a. Co-chairs of the council will send out the grant applications as they are received with the final deadline for submission February 20th b. Council members will use the rubric to rate each application c. Council members will send completed rubrics to Girish Shah by February 24th d. Girish Shah will tally the rubrics and insert in to one master rubric per application by March 	

2nd

e. A meeting is scheduled for March 3rd in the event that there is a tie or conversations need to happen about the applications/scoring of rubrics.

f. The highest scoring applications will be funded, not to exceed \$10,000 total.

6. Council members will plan to meet on March 3rd if the grant applications need further discussion or review.

CONCLUSIONS

The meeting adjourned with a charge to continue working on events for spring and gathering pricing/ideas for furniture.

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

Furniture sub-committee members will send finalized quotes to Joydeep and Cliff and submit to Dr. Camille.

Mara Loeb, Tommie Church, Paula Griswold.

02/23/17

Council members will use rubric to rate AIC Grant applications and send to Girish Shah

All members with the exception of the co-chairs.

02/24/17

Approved by committee/council chair Yes on 03/21/17