



Innovation Center Council

Minutes

Date 03/17/2017 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	Mara Loeb Paula Griswold, Tammy Johnston, Girish Shah, Bob Eisenstadt
ABSENT (EXCUSED)	Mary Elizabeth Bridges, Charles Hughes, Tommie Church, Kris Bista

Agenda

GENERAL ANNOUNCEMENTS	
The council was informed prior to the meeting that the furniture request option #2 is currently being reviewed by the VPAA office.	
DISCUSSION TOPICS	
The council met to discuss scheduling AIC events before the Spring 2017 semesters end.	
The meeting agenda included 3 items:	
<ol style="list-style-type: none"> 1. Ask for council volunteers to set up and promote 3 events 2. Marketing the AIC, ask for council volunteers 3. Outline future meeting dates 	
<ol style="list-style-type: none"> 1. After review of committee objectives created by Dr. Camille, the council quickly moved to generating ideas to present at least 3 events to be held in the AIC by the end of the Spring 2017 semester. These events would occur during the weeks of March 27, April 10, and May 10. It was decided that specific council members would contact the following, Mara Loeb – Marilyn McIntosh on new teaching pedagogy, Tammy Johnston – John Sutherlin on OSPR and the Research Corporation, and Paula Griswold – Mike Camille on Elevate Louisiana. These council volunteers will contact each to establish the date and presentation details. 2. The council moved toward promotion of the AIC and events. It was asked that a publicity committee be established. Mara Loeb volunteered to head the committee. It is suggested that she ask for assistance from other council members. She and Joydeep will work together to submit press materials to the OPI for promotion. It was suggested that the AIC could be promoted at the upcoming Women’s Symposium and other events occurring around campus. The council should look into events and gauge the ability to co-sponsor events that fit with the charge. 3. As the Spring semester is quickly coming to a close the council set the following council meeting dates for the remainder of the semester – Friday, March 24 @ 10:10 AM; Tuesday, April 25 @ 3:30PM; Friday, May 5 @ 10:10AM; and Friday, May 12 @ 10:10AM. Agenda’s will be sent out for each specific meeting with the general outline as follows: set a static Fall 2017 meeting time, establish and schedule as much as possible events for next Fall, take care of end of the year documents and summary of council activities, purchase, receive and place furniture, grant revision. 	
Additional:	

It was brought up and noted by the council that the grant application by Allison Wiedemeier mistakenly placed Vitus Shell on her grant application. It was noted that Vitus was not a co-applicant, but was to be employed should the grant be funded. Allison was asked to submit the grant proposal again with Vitus's name removed.

CONCLUSIONS

The meeting was adjourned with the charge to continue thinking about activities and events hosted by the AIC.

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

Contact Marilyn McIntosh about presenting on new teaching pedagogy, John Sutherlin on OSPR and the Research Corporation, and Mike Camille on Elevate Louisiana. Council volunteers will contact each to establish the date and presentation details.

Mara Loeb, Tammy Johnston, Paula Griswold

Mara Loeb, Joydeep Bhattacharjee

03/24/2017

Publicize/Market the AIC

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