

## ***FITW Campus Lead Meeting 10/16/18 – Minutes***

### **Meeting Information**

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**Date:** October 16, 2018

**Time:** 10:00am – 11:00am

**Location:** Engr 147

**Attendees:** Laura Sullivan-Green, Alison Baski, Joseph Rencis, Jianyu Dong, Nancy McQueen, Alma Ramirez, Shandy Hauk, Tyler Stannard

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#### **I. Summer Follow Ups**

#### **II. Board Meeting: Nov 6, 2018**

Invitation email has been sent out in early October.

#### **III. Calc – Study Honorarium**

We will need to set up a Service Agreement similar to the Mini-Grant Service Agreement. The Calc-Study Honorarium will be deducted from the main grant budget.

Salary and fringe for each Faculty member plus a brief description of the scope of the work will need to be submitted to SJSU Foundation.

The faculty creating flipped content for the Calc-Study will receive a higher honorarium as they are developing flipped material.

Each faculty participating in the study will at least receive a stipend.

Each faculty participant (listed below) will receive one honorarium payment.

SJSU: Padmavati Tanniru, Misako Vanderpoel, Tim Hsu

CPP: Jiahu Yao (Wilson), Lonela Munayco, Amy Schardijn, Denis Garrettson, Cynthia Nguyen, Robin Wilson

CSULA: Fendi He, Emma Lopez, Lusine Kopushyan, Sui Wing Man, Nairi Rostami, Jon Chan.

#### **IV. IRB Calc – Study Survey**

IRB modifications for Calc-Study was submitted in early October.

Modifications to the survey was needed to update the contacts of each campus Office of Research.

The modifications were approved, the IRB survey is extended for another year. Will share supporting documents with each campus.

#### **V. Future Outreach Conference**

Big outreach event in Summer 2019. One at SJSU, tentative title “Northern Conference”, and one at CPP, “Southern Conference”.

Laura has promoted these future events at the last two conferences she attended.

Each campus is encouraged to have faculty attend the Flipped conferences.

Possible ideas of flipped faculty panels: discuss the experiences of developing flipped content and discuss how to operate a flipped classroom.

In June 2019, Leads are encouraged to promote attendance of their faculty to attend the American Society for Engineering Education (ASEE) Conference in Florida.

Discussed the possibility of running workshops and presentations at ASEE 2019.

In Spring 2019, at SJSU, discussed ideas of holding a “Spring Showcase” for outreach and to promote the flipped pedagogy across and beyond SJSU campus.

CSULA will be hosting the American Society for Engineering Education Pacific Southwest Section (ASEE PSW) Conference in Spring 2019. Grant encouraged to present.

**i. SJSU Northern Conference**

**a. June - ASEE (FL.)**

**b. July - SJSU**

**ii. CPP Southern Conference**

**a. June - ASEE (FL.)**

**b. July - CPP**

**VI. Sub-contracts**

**i. WestEd**

SJSU Foundations has executed the last two WestEd Amendments, for Year 3 and Year 4.

**ii. CSULA Y3 Funding**

CSULA is finalizing the invoice process for Year 1 and Year 2 funding. Once completed, will proceed with transferring Year 3 funds for final year.

**iii. Year 4 Contracts**

CPP is up to date, and will need to submit for Year 4 Amendment for final year.

CSULA will need to revise the budget to reflect their current spending for final year.

Both campuses will need to complete a budget revision, budget justification, and statement of work to finalized final year amendment.

Strong reminder that all invoices must be completed in the final year.