

FITW Campus Lead Meeting 10/24/2019– Minutes

Meeting Information

Date: Oct 24th, 2019

Time: 12:30pm – 2:00pm

Location: Engr 147

Attendees: Laura Sullivan-Green, Alison Baski, Shandy Hauk, Nancy McQueen, Jane Dong, Tyler Stannard

I. Budget

i. Disencumbering amounts

- SJSU Campus Foundations' has experienced staff turnover and working with the interim analyst for disencumbering current encumbrance between partners.
- SJSU interim Foundation analyst will be sending out Year 5 contracts.
- Our financial reports were not updated to the correct amounts of our partner's contracts. This has now been resolved.
- SJSU currently working to straighten out financial reports and object codes for the final extended year.
- Discussed the increase in spending during Year 4.
- Mini-grant funding took a larger cut than predicated. CPP experienced the highest amount of supported faculty.
- FITW grant during their co-sponsored NorCal Symposium took a bigger hit on expenses as the primary funding office for the symposium was closed during the symposium planning.
- Summer invoicing experienced higher amounts than estimated from partners.
- Change in stipend processing now includes a small amount of fringe which is an unexpected expense during these final workshop stipends.
- In response to a lower budget in the extended year will result in reduce management salaries, travel funds, and other final grant activities.
- Extra funds will be devoted to assessment and travel.

II. Year 5 Goals

- Make sure to submit final Year 4 invoices for Sept and Oct.
- Year 5 contracts have been sent out to all partners.
- CPP Sept invoice may include Calc-Study honoraria. This will impact the Year 5 contract amount.
- WestEd Q3 invoice still needs to be processed.

i. Dissemination/Website

- Need to gather all materials from supported faculty through the grant to host on the FITW website.

- This includes lesson plans and course material developed during funded support towards faculty. Including: Core faculty, Mini-Grant supported Faculty, Faculty involved with the Calc-Study, and lesson plans submitted from flipped faculty workshops.
- The course and section numbers will be needed to conclude final assessment of subsequent courses.
- This information will also provide beneficial for completing the Year 4 APR.
- Materials developed from the grant will be archived on the FITW website hosted at SJSU.

III. Withdrawing Mini-Grants

- Due to limited funds, the Fall 2019 mini-grants will have to be withdrawn.

IV. Year 5 Travel

- Each partner encouraged to travel to disseminate grant accomplishments.

V. SoCal Symposium

i. SJSU Support

- Funds are available for SJSU faculty/grant personnel to travel to support SoCal Symposium.

VI. Collecting Flipped Materials Year 5

i. Mini-Grant Lesson Plan

ii. Workshop Submission

iii. Core Faculty

iv. Faculty Supported