

**SOSA meeting minutes**  
**Wednesday February 15, 2017**  
**Education 211**  
**1:30-3:30pm**

present: Sandy Gibson, Teresa Nakra, Andrea Salgian, Bethany Sewell, Elizabeth Teixeira

absent: Brett BuSha, Donka Mirtcheva, Qin Shao, James Taylor, Thulsi Wickramasinghe, Ieva Zake (Provost Designee)

The committee met for the full time, reviewed the CFA memo of May 9 2016, reviewed the CFA email of 2016, and hammered out a first rough draft of a proposal (using Google docs) to revise our SOSA review process. The proposal is to be finalized and approved at our March 1 meeting. All committee members were asked to review the document online and make suggested edits in advance of the March 1 meeting.

- submitted by Teresa Nakra