

**College Council
Working Meeting
November 28th, 2017**

Minutes-
Called to order at 12:00pm

SPECIAL TOPIC - Innovation Fund Application Review
Website and Marketing Plan- brief discussion

Website and Marketing – Allison Friedly and Phil Denman will attend the meeting on December 5th to address questions on the Website and Marketing Plan. Please submit your questions ahead of time to Josh by end of today so they can be forwarded to Allison and Phil tomorrow morning.

Suggested topic questions:

“Marketing Purposes”

How are departments marketed on the website i.e. Student Services, Continuing Ed?

General information for internal use.

Information changed between BETA version and LIVE version.

Will the intranet website remain the same?

Will there be an avenue with the new website to share stories of successes?

Josh will create a draft of your questions to send to Allison and Phil.

Innovation Fund Application Review

One application was received. “Development of a new Design Course in Fine Arts: Introduction to Animation.”

Leslie and Sarah shared their process for reviewing the application. Recommended getting input from Rebecca Williamson.

It was determined the project needs more clarity.

Questions:

How was the initial work funded?

Additional funding?

What role will the adjunct Faculty have?

How often will this class be offered?

Equipment needs can they be funded through Tech fees?

Does the project fit in the timeline for Tech Fees?

Faculty Excellence – does the project qualify for Faculty Excellence funds?

Unfortunately representatives of Faculty and Ex-Officos were not in attendance at the meeting for questions.

Promoting the Innovation Fund – what is the vehicle(s) that can be used for promoting?

Budget Worksheet form – Stephenie Cheng-LaBoyne and Sarah Postel will adjust the formulas on the form to make sure calculations are correct.

Josh suggested that College Council get with funding source people and create a matrix or rubric to show where funds are available.

Timm Lovitt has offered to contact the applicant to ask more questions. Questions will be drafted up by Leslie Moore, Sarah Postel, Josh Gerstman, Stephenie Cheng-LaBoyne .

Next meeting: December 5th

Proposal for meeting dates and times

More discussion regarding "Business Hours for the College."

Meeting Adjourned at 1:05pm