

**CSTFAC Meeting**  
**March 30, 2009 at 4 p.m.**  
**Room 0120, Patuxent Bldg.**

**Attendees:** Mary Lindsey (Chair-BSOS), Ryan Farrell (Vice Chair-CMPS), Robert Waters (Facilitator-Acad. Affairs) and Dorothy Chrismer (Facilitator-OIT).

**Notes:**

- The main topic of this meeting was to discuss the draft revised Proposal Guidelines that Mary and Ryan wrote and then Ryan e-mailed to CSTFAC.
- The draft had previously been sent to the VP/CIO and the draft will be revised to clarify his question.
- Also, there were some other thoughts and questions at this CSTFAC meeting which will help revise the draft.
- The revised draft will then be sent to the VP/CIO for his approval and the VP/CIO will send the revised Proposal Guidelines to the Provost for final approval.
- It is planned to e-mail the revised approved Proposal Guidelines to all Deans before the end of the Spring semester for them to be prepared for submitting the next proposals in Fall 2009.
- It is suggested if the College's next project was very successful, the College may contact CSTFAC so CSTFAC can refer them to others to help increase their project. However, CSTFAC needs to have it verified that the project was successful. For example, their student may verify it by coming to CSTFAC to explain the success.
- It is also recommended that the CSTFAC Web include the accomplishments of the proposals that were approved to verify their completion. At this time, only the proposals that were approved are posted on the CSTFAC Web. Also, if those whose proposals were approved but they didn't respond when requested to verify their accomplishment, they won't get an approved proposal in the future.
- CSTFAC wants to be informed of any past critical success failures.
- The next meeting needs to be mid-April for CSTFAC to approve the Student Tech Fee funds for FY11. NTS will attend the CSTFAC meeting to explain how the FY11 increase for Student Tech Fees will be used to help students.