**Social Science Research & Instructional Council (SSRIC)**

**Spring 2023 General Membership Meeting Agenda**

Friday January 27, 2023, 9:30 am-12:00pm (Zoom)

**In attendance:**

|  |  |  |  |
| --- | --- | --- | --- |
| Campus | Reps | Campus | Reps |
| Bakersfield | **Rhonda Dugan** | **Northridge** | **Regan Maas** |
| Channel Islands | **Billy Wagner**  **HyeSun Lee** | **Pomona** | -- |
| Chico |  | **Sacramento** | **Jackie Brooks**  **Danielle Martin** |
| Dominguez Hills | **Kelin Li** | **San Bernadino** | **Eric Vogelsang** |
| East Bay | **Jean Lin**  **Wallis Adams** | **San Diego** | **Audrey Beck** |
| Fresno | **Amber Crowell** | **San Francisco** | **Marcela García-Castañon (President)**  **Rebecca Eissler** |
| Fullerton |  | **San Jose** | **Darwyyn Deyo** |
| Humboldt |  | **San Luis Obispo** | **Shelley Hurt**  Michael Latner |
| Long Beach | **Stafford Cox**  **Adam Kahn**  **Reo Song**  **Janaki Santhiveeran** | **San Marcos** |  |
| Los Angeles | **Gilbert Garcia** | **Sonoma** | **Soo Yeon Yoon**  **Wenwen Ni** |
| Monterey Bay | **Tolga Tezcan** | **Stanislaus** |  |
| Guests |  | | |

**Agenda**

**1. Approval of the Agenda**

-Shelley motioned, Jackie second.

**2. Approval of Minutes of Fall and Spring 2022**

-Shelley motioned, Amber second on spring minutes. Approved with correction to Amber’s name.

-Billy motioned, Rhonda second on fall minutes.

**3. Report from the Chair**

-May 4th S4 (in-person), executive/business meeting May 5th is hybrid starting around 9/9:30.

-Proposed invitations and recognitions have been resolved, including for Pamela.

-Nan Chico (CSU East Bay in Sociology, retired) long time supporter of SSRIC. Card forthcoming.

Future conference dates:

-Sac State (reps will come to spring exec meeting to see how it works for this year to assist in the following year).

-Dominquez Hills (50th)

-CSU East Bay

-LA

-SF

-Bakersfield

-2030/2031 will be recruited in the spring meeting.

-SSRIC Executive Committee members were listed with a query for future interest.

-We still need chairs for IM, ICPSR Summer program.

-We also need a chair elect for the following year.

-Chair needs to compile the annual report (a few hours work with a template).

**4. Executive Director Report**

-Reiterated efforts to bring back Pomoma and issues with rolling over funds (and how we should avoid this in the future). However, there is a rollover for the meeting that is school specific.

-Budget approved; budget comes entirely from the subscriptions (nothing comes specifically from the Chancellor’s Office).

-Billy is going to send out the local university person in charge of renewing a subscription to each representative so that everyone is in the loop. Generally is it pro forma, but with new administrators, some initiative may be necessary to ensure subscription is renewed.

-You can receive a letter of support for RTP from Billy or Marcela (or whoever is Chair or Executive Director at the time).

-Letter for travel will be provided in the coming weeks (still some uncertainty who will be the new CO contact); this is what goes to member’s campuses. Billy will also send an internal form for travel expense report to those who are going to travel; headcount & expense estimate/authorization generally asked for around end of March. We do have to be vigilant about campus response by end of fiscal year as it will either come out of the next year’s budget or it is rejected and campus won’t be reiumbursed. SSRIC won’t get that money back in any event, so there is no benefit to a campus not being reimbursed.

**5. 2023 S4 CSU-Channel Islands, hosted by HyeSun and Billy**

-Billy is on partial parental leave this semester; HyeSun will be the primary campus contact for S4.

-Submission system is ready as is flyer. The link is live on the website and the updated flyer is going to be updated in the next few hours.

-Due date is March 27th.

-Planning to reserve rooms in the coming weeks (as have to wait until week 3).

-Still need a name for the qualitative award

-HyeSun will share hotel information, transportation, parking information in the coming weeks as well. CSUCI honors parking passes from other CSU campuses. HyeSun will follow up with information about digital parking permits from other campuses—how that works at CSUCI.

-Rules document is still outdated as are a few other links (Rhonda will send some edits to Stafford to update). Registration is live and updated.

-Question about whether we should have a workshop or an IM share panel.

-Peter Nardi (Pitzer College, Emeritus Professor of Sociology) will be keynote speaker.

**6. Campus Representative Membership/Recruitment, Eric Vogelsang**

-We do have a temp rep for San Marcos that needs to be contacted. Eric is going to follow up with some reps that are missing or who are not on the website. Reminder to have some back-up reps.

-Need to revitalize the effort to bring back in Pomona; Billy and Eric will try to find a Pomona contact to help with this effort.

-Campus rep link includes videos and links on how to manage subscribers, etc.

**7. Committee Reports**

**CalSpeaks**

-Extended deadline for CalSpeaks.

**Instructional Materials**

-Plug for chair; all materials are updated and ready to be advertised to faculty. Amber and Soo-Yeon are new members of this committee.

**SSRIC Website Update**

-Please use the big button to update materials, reps,etc. Regan continues to update the materials as well. Student assistant has just started and is going through for repetition and best practices for archiving.

**Database Usage Task Force**

-Marcela pulls an aggregate report in the spring, but reps also have access on how to download. Darwynn shows the ICPSR page, after logging in, membership, then official rep tools, under “manage your membership” (click view utilization). This page shows a bunch of reports and information on how to understand it. The general, category, and user statistics are very helpful; you can also adjust the timeframe. It will show study numbers, unique users,etc. The user statistics show specific users, their email, their status as faculty or student as well as department, etc. You can also view the summer program attendance. Question about whether there is only one official ICPSR rep. There is an official representative and designated representative; we should all check who is listed here as well.

**Communication Committee**

-Rebecca has been updating the newsletter materials and would like to send out an update soon. Stafford will send updates for the summer program and Pamela’s appreciation.

**Bylaws and Policies**

**-**None

**S4 Awards Committee**

-Have reviewed the application for compliance checks and will work on a rubric for submissions.

**ICPSR Committee**

**-**Need volunteers to review applications, Stafford describes duties of being on this committee. Darwyyn Deyo and Wenwen Ni have volunteered to be on the committee. The website materials still need to be updated for the SSRIC tab. Decisions are generally made around mid-March. Hoping to release the application in early March, but include a waitlist link beforehand.

8. Other Items

-Revisit the idea of creating CSU workshops; what about something around grant writing.

-Francis is back to teaching and is pending retirement.

-Logos were shared and are included in the folder; will discuss/vote in spring.

-Darwynn motioned to, Rebecca seconded.