

## LBSC Committee Meeting Minutes

August 14, 2018; 10:30 am

Present: Andrew D'Apice, Terrence Bennett, Louise Pezzullo-Bizon, Paula Rainey, (Co-Chair, minutes)

Excused: Marlena Frackowski

- 1) Worked on revising the recommendation to Steering on changes to the current GSR policy.

### Future Business:

- 1) Assignments:
  - Create an Appendix with Group Study Room Statistics (AD)
  - Revise the Appendix for the survey to include Question #4. Change wording in the recommendation document that mentions inadvertent omission of Question #4 from the paper version of the survey.
  - Review the answers from the surveys to make sure the data is accurate (PR)
  - Edit the latest version of the proposed recommendation to Steering (all committee members). It was agreed that TB would make edits to the document (in Google Drive) using “editing mode” (rather than “suggesting mode”). All committee members should review these changes, and add additional edits and comments.
  - Finish editing the Excel spreadsheets (PR)
- 2) The timeline for completion of this recommendation
  - Complete all assignments noted above by 8/20/18
  - Review latest edited draft during meeting on 8/22/18
  - Final draft should be completed by 8/28/18
  - Set up one last LBSC meeting during the week of 8/27/18 (the first week of classes) at a time when Richard (SG rep) is available, in order to discuss final draft.
  - Send document to Steering by 9/4/18 [Steering meets on 9/12/18]
- 3) Our next meeting is scheduled for Wednesday, 8/22/18 at 1:00 pm.