*MINUTES*

**Tuesday, December 4, 2012 - 12:00-1:00 p.m.**

**MARK 421**



Committee Members Attending: Karen Schaffman (Chair, A & L), Janet Powell (AVPFA), Marilyn Huerta (A&L Coordinator), Vassilis Dalakas (COBA), Jodi Robledo (COEHHS), Kristin Moss (VPA), Melanie Chu (Library), Leslie Nevins (SSL), Lisa Dickinson (The CLARKE), Kathleen Corona (CE), Dannis Mitchell (Staff)

1. Minutes from 11/06/12 approved with minor changes.
2. Update from Marilyn Huerta
	1. Creating an on-line feedback survey for all attendees which will emailed soon.
	2. Working on spring schedule
3. New brochure in-progress will be ready for start of Spring semester.
4. Review call for proposals letter.
5. *Action taken: Notification and reminder of upcoming call for proposals and ticketing procedure/dates sent through campus announcements. March 22, 2013, date proposals due.*
6. Invite Merryl Goldberg, Chair of VPA to first meeting of the spring semester.
7. Advisory Committee 1st Tuesday Meetings set for Spring 2012
	1. Feb 5, March 5, April 9, May 7 (if needed)
8. Retreat Dates and procedure
	1. April 12, 9-noon
	2. VPA staff confidential review period of proposals considered for funding in VPA facilities: April 15-22
	3. April 26, 9-noon – return
9. Review and revision of proposal form