AsiaConnect
Illinois State University

AsiaConnect Board Meeting Minutes
Friday, December 11, 2020
3:30 - 5:00 pm
Zoom

Advisors/Committee Members Present (box checked):

☐ Chang, S.J.	☒ Harrison, Eva	☐ Pereira, Kim	☐ Tsui, Christine
☐ Cheung, Tak	☒ Khalilallahg, Judi	☐ Riaz, Ali	☒ Tian, Taylor
☐ Do-Yong, Park	☒ Lin, Lin	☐ Shekara, Archana	☐ Wang, T Y
☒ Han, Suejung	☐ Nakamura, Mayuko	☒ Su-Rusell, Chang	

Executive Officers Present (box checked):

☒ Brown, Grace   ☒ Jun-Hyun, Kim   ☒ Lin, Miranda   ☒ Supanichrattana, Gig   ☒ Zeng, Li

Agenda Items
- AsiaConnect Scholarship Application Review
- Spring Programming Review

AsiaConnect Scholarship Application Review
- The ad hoc committee has provided the following suggestions and some of the wording has also been modified. The members reviewed the revised scholarship application and provided feedback.
  - Should we include "Asian American culture, language, …" instead of just "Asia"?
    - Decided to include both "Asian and Asian American culture, language, …"
    - Also, be specific to the student classification "undergraduate students"
  - Create a new email address (asiaconnectscholarship@ilstu.edu?) and save all related documents in Teams so that the application reviewers can access all the information in one central location.
    - Agreed to create a new email address (asiaconnect@ilstu.edu) that will be used permanently.
    - Can we set up the submitted application to be directly added to the folder in Teams? Gig will investigate the possibility and report back to the board.
  - Add a minimum GPA of 2.50.
  - The award amount will remain the same ($300 each).
- Application Requirements
  - Add a "virtual presentation" format.
  - We typically ask the applicant to submit the application package (PDF file). Shall we standardize the application using Formstack? Can we have a link for the recommender to submit the letter?
    - Agreed to change a letter of recommendation to be optional.
- Application Deadline
  - Scholarship receipt will be notified no later than "30 days."
  - The deadline is adjusted from February 15 to March 15 and announce the awards by mid-April.

- Selection/Review Process
    - The AsiaConnect Scholarship Committee (includes outreach committee, President, and Vice President) will review the submitted applications by the due date.
    - Only completed applications that meet the eligibility criteria will be reviewed. Late and incomplete application will not be accepted or reviewed.
    - The scholarship application will also be given preference based on financial needs.
    - Vice President will announce the awarded participants.

Spring Programming Review

- December (Celebrating Holidays)
    - Invite our members to share their recipes.
    - Notification will be sent out by Li on Tuesday 12/15. The event ends on January 11.
- January
    - General Meeting (Invite international scholars to share their success stories during the pandemic)
    - Miranda will send out a notification of the AsiaConnect Scholarship – the date is TBD.
- February (Highlight of AsiaConnect Members)
    - Highlight one member (instead of two members). Recommending the following members (Ali Riaz, T Y Wang, or Anu Gokhale from Tech Dept). Dr. Su-Russell will assist in contacting the members.
    - At least 20 minutes for Q&A. We should record it as our archives. Still need to check with the members if they are ok with the video recording.
- March (Asia Heritage)
    - Invite affinity groups to learn about what they are doing.
- April (Asian Heritage Week/Food Drive)
    - Suggested the Programming committee taking the lead on the research project.
    - Li will invite Dr. Tak Cheung for YouTube healthy cooking.
    - Other activities may not be included and can be reviewed later.
    - Grace/Gig/Judi will contact Food Drive School Street Pantry as a service project.
- May (Celebrate our success and prepare for next year)
    - Discuss accomplishments and planning for next year.

Action Items

- Li will share a sample letter for the award receipt with the board members to review.
- Gig will set up a new email address (asiaconnect@ilstu.edu).
- Gig will create an online application form for the team to review. Also, investigate the possibility to automate the application submission process.
- Gig will reach out to the outreach committee regarding the final draft of the AsiaConnect events and make sure to share it in Teams.

Next Meeting: TBD.