



## StudentsACT Meeting Minutes

Meeting Date: Mon, Jan 25, 2016 Time: 6:00pm – 7:00pm Location: ACT 810

Type of Meeting: General

Meeting Advisor: Heather Davis

Facilitator: Katie Kellett

Note Taker: Lynda McClaren

Attendees:

Name	Title	Location	Pres
Heather Davis	Advisor	Denton Campus	Y
Katie Kellett	Chair	Denton Campus	Y
Lynda McClaren	Secretary	Denton Campus	Y
Laura Valentino	Member	Denton Campus	Y
DeBorah Johnson	Member	Houston via Phone	Y
Natalie Malin	Member	Denton Campus	Y
Ward Durossette	Guest	Denton Campus	Y
Cori Trevino	Guest	Denton Campus	Y

### Minutes

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The meeting was called to order at 5:58pm by Katie. Heather introduced guest attendees. Meeting minutes from the November 2015 meeting were reviewed and approved with no corrections required.

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#### Agenda Item: Dallas and Denton Campus Resident Members Needed

**Discussion:** Katie and Heather presented to the Committee that due to changes reported into them over the winter break, that Students ACT is in need of a new committee member representing the Dallas campus as well as for the Denton Campus – Residential representation. Committee members were encouraged to provide Katie and Heather with names and information of any prospects.

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#### Agenda Item: Student Services Offered Document; Updates on Office 365 and Lynda.com

**Discussion:** Heather presented to the Committee a document she compiled over the winter break, comparing TWU to other universities most similar to ours. The focus was on student services offered at TWU and the other universities. While TWU fared well overall, where our university misses the mark is on color printing [which is already pending with Dennis Hoebee with TWU Technology / Client Services] and the offering of anti-virus software as a free

download. The committee voted and **recommended** that TWU Technology explore anti-virus software licenses to be issued to TWU students [Heather will send to Dennis on behalf of the Committee].

The Office 365 email did not go out to the student body but flyers and announcements were posted. The technology service desk did receive some calls from students on Office 365 so the message was received by the student body. Lynda.com is equipped with single sign-on [SSO] now.

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**Agenda Item: Spring 2016 – Technology Services Awareness Events**

**Discussion:** Committee brainstormed and came up with events for the months of February, March and April [details follow below]

**February Awareness Events:** will be held the week of February 8; theme: I ♥ Technology Heather will make available a Google Events sheet for committee members to sign up for times to work information tables. Items to be handed out will include: custom conversation hearts, Hershey's kisses, and cupcakes. A Lasso ad will run. Tables will feature the prize wheel with students saying what they love about TWU Tech for prizes. Also running a social media campaign where students can post what they love about #twutech to win a power bank. We will promote I ♥ Technology with a digital signage campaign. Flyers will be available at the tables.

**March Awareness Events:** will be held the week of March 21; theme: Technology awareness Heather will make available a Google Events sheet for committee members to sign up for times to work information tables. Items to be handed out will include: coffee cups / mugs, hand sanitizers, bags, T-shirts, flyers on technology services. As with prior years, this will be our largest week of events for the spring semester. A standing ad will run in The Lasso as well as digital signage on all three campuses. Events will include: dorm event, Apartment Fair (March 23), Coffee / Breakfast on the Go, information tables across multiple locations at each campus.

**April Awareness Event:** date TBD; theme: Recycle & Conservation  
In an effort of promoting Earth Day, the Committee will assist a third party company with receiving in from students and faculty any old technology devices and wiping clean from them any archived data; third party company will then oversee the proper recycling of these old technology devices. This effort will support fundraising for the TWU Foundation (student scholarships)

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**Agenda Item: Spring 2016 Meeting Dates**

**Discussion:** Meeting dates for the remainder of the semester are: February 29, March 28, and April 18 – all with a start time of 6:00pm [Denton meeting space: ACT 810; Dallas and Houston campuses – let Heather know how attending: conference call line, Skype, etc]

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**Next Meeting: February 29**

**Time: 6:00p – 7:00p**

**Location: ACT 810**