



## StudentsACT Meeting Minutes

Meeting Date: Mon., Feb 20, 2017 Time: 6:00pm – 7:00pm Location: ACT 602

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 via Phone	N
Natalie Malin	Member	Denton Campus	Y
JaLeah Logan	Member	Denton Campus	Y

### Minutes

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The meeting was called to order at 6:00pm by Katie. Heather updated the committee that Laura Valentino would not be joining the meeting this evening and that she has moved out of state with a new job opportunity but does remain an active member of the committee. The minutes from the January 2017 meeting were approved.

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#### Agenda Item: February "I ♥ TWU Tech" Campaign

**Discussion:** Overall reviews of the campaign heralded the campaign as widely successful. 796 pieces of SWAG were handed out. Even more importantly was the contact that was realized with hundreds of students during this year's campaign. In addition, other staff and faculty were likewise engaged and received outreach. The information cards created and handed out for the 2017 event were the perfect size and design style. For the Denton campus, the table locations and times were ideal [MCL/ CFO/ ASB]. The Houston campus reported that a total of 150 students were contacted. This contact volume was two times higher than realized in the 2016 "I ♥ TWU Tech" Campaign. The easel board was a nice addition to the 2017 campaign, as this called out awareness to the social media sites / pages specific to TWU Technology.

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#### Agenda Item: Course Evals Program – April Events

**Discussion:** Heather reported the course evaluations program campaign is on track for the

month of April. Tables and intro messages to the student body are scheduled for 4/5 – 4/6; the tables and final push messages for student body outreach are slated for 4/10 – 4/11. The video on course evaluations program has been completed and was reviewed during the meeting. The video should be available on the Google Drive under StudentsACT documents for those who were unable to review it during the meeting, or would like to review another time.

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**Agenda Item: Satisfaction Survey Plans / Events**

**Discussion:** These events have been scheduled for the week of March 20, with the largest of these events [the apartment fair] being held on March 22. The student survey is in Google forms. Technology will have the iPad tablets available again this year for students to complete the survey. In addition to the apartment fair, some other tables will be setup across campus. Signs up are available via Google Docs. A new t-shirt design was proposed with the back of the t-shirt providing the social media addresses / pages for TWU technology. T-shirts will be available at the apartment fair.

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**Agenda Item: Remaining Meeting Dates / Times**

**Discussion:** StudentsACT remaining meeting dates and times are scheduled for 3/27 and 4/24 at 6pm in ACT 810. If anyone needs to meet remotely, they will need to coordinate with Heather ahead of time for dial in #, Skype, etc.

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**Next Meeting: March 27**

**Time: 6:00p – 7:00p**

**Location: ACT 810**