



StudentsACT Meeting Minutes

Meeting Date: Mon, Sept 15, 2014 Time: 6:00pm – 7:00pm Location: SH 308

Type of Meeting: General Meeting Advisor: Heather Davis

Facilitator: Marissa Johnson Note Taker: Lynda McClaren

Attendees:

Name	Title	Location	Pres
Heather Davis	Advisor	Denton Campus	Y
Marissa Johnson	Chair	Denton Campus	Y
Lynda McClaren	Secretary	Denton Campus	Y
Jasmine Brock	Member	Denton Campus	N
Sara Downing	Member	Denton Campus	Y
Christopher Johnson	Member	Denton Campus	Y
Dennis Hoebee	Member	Denton via Phone	Y
Petina Powers	Member	Denton via Phone	Y
Robert Placido	CIO	Denton Campus	Y
Evan Brietzke-Gupta	Member	Houston via Phone	Y
Christina Ramon	Member	Dallas via Phone	Y
Victoria Mourtada	Member	Dallas via Phone	Y

Minutes

The meeting was called to order at 6:00 pm by Marissa. Introductions of the Committee members for the 2014-2015 academic year were made across the sites.

Agenda Item: Discussion of Charges

Discussion: Robert Placido, CIO & Associate Provost for Technology reviewed this year's charges to the Committee, which included Google Mail implementation and computer lab necessities across the campuses.

Google Mail:

The Google Mail implementation was a charge to the StudentsACT committee in the 2013-2014 academic year. Throughout the summer and early fall, Robert Placido presented the Google Mail item to various governing bodies on campus; all were in favor of the initiative, including the Board of Regents. Therefore, the Google Mail implementation has been approved and the Technology staff is researching how to begin with rolling out Google Mail to the students. The

faculty response has been most favorable for them to receive Google Mail as well. At this time, the plan is to keep all existing students with their TWU Email and have them set up Google Mail. Over time, as established students utilize their Google Mail and cease activity with their TWU Mail accounts, then those TWU Mail accounts will be deactivated. In terms of new students to TWU, they will receive only a Google Mail account.

The StudentsACT members need to help with marketing the transition – particularly with regard to determining what training materials are needed, championing the initiative to the students, and helping with other implementation activities.

Computer lab necessities across the campuses:

Dennis Hoebee, Director of Client Services, presented to the committee the charge surrounding computer lab necessities. The StudentsACT committee has been asked to reach out to the student body of TWU across all three campuses for feedback on items ranging from operation hours and days of labs, to adequate space or more space needed, and more labs needed with more computers, more printers, etc. As the number of students within TWU continues to grow, so does the need for adequate computer lab space and equipment.

Feedback from committee members was that: the Denton campus has areas of improvement (such as with MCL – mega lab, math tutoring lab, better printing alignment with computers); the Dallas campus does not appear to have the crowding issue that Denton has; Houston campus only has one computer lab but overall it serves very well. It does have a peak time in the mornings. The suggestion from Houston campus is to allow printers to override their individual row assignments alleviating a backlog of print jobs before another student can print his or her document.

The committee decided that a good starting point will be to put together a survey for the student body feedback and then deliver that survey via electronic method as well as face-to-face survey during events.

The committee also is considering a usage study – lab statistics study being conducted as well as a building usage study or report which would show what building have evening classes and the number of students attending those evening classes who could / would benefit from computer labs with longer servicing hours to the student body.

Agenda Item: Logo Ideas

Discussion: Heather Davis spoke on the Logos for TWU Technology and advised that brainstorming on the overall logo creation needs to be finalized by or before the next meeting in order for giveaway items to be placed on order for events throughout the academic year and other marketing endeavors.

Agenda Item: Division of Work to Be Completed

Discussion: Heather Davis will be posting onto the Google Drive the below list of sub-committees. Members will need to review and sign up for a sub-committee by Monday, 9/22/14.

Marketing
Google Implementation Research
Social Media Monitoring (1 member only)
Survey Design
Executive Committee (pre-assigned)

Next Meeting: Mon, Oct 13, 2014 Time: 6:00p – 7:00p

Locations: Denton SH 308 – Dallas 8201 – Houston 5305