



StudentsACT Meeting Minutes

Meeting Date: Mon., Mar. 27, 2017 Time: 6:00pm – 7:00pm Location: ACT 810

Type of Meeting: General

Meeting Advisor: Heather Davis

Facilitator: Katie Kellett

Note Taker: Heather Davis

Attendees:

Name	Title	Location	Pres
Heather Davis	Advisor	Denton Campus	Y
Katie Kellett	Chair	Denton Campus	Y
Lynda McClaren	Secretary	Denton Campus	N
Natalie Malin	Member	Denton Campus	Y
JaLeah Logan	Member	Denton Campus	N
Patrice Armor	Guest	Denton Campus	Y
Ed Reiss	Guest	Denton Campus	Y
John George	Guest	Denton Campus	Y

Minutes

The meeting was called to order at 6:03 pm by Katie. Heather updated the committee that Laura Valentino had to resign from the committee. Guests were introduced. The minutes from the February 2017 meeting were approved.

Agenda Item: New Course Registration

Pre-Meeting Comments and In-Meeting Discussion:

- Thought it was great
- Search bar took me a second to find from the planning window
- Very intuitive and clean looking
- Love being able to schedule
- So many different tabs and items within the system that students might find it complicated - not because of the design but because it's so different from web advisor - there will be a big learning curve
- Too many tabs - otherwise it's great
- I liked the layout but I can see how it could be confusing
- Grad students are going to love the new use of course codes - it will make registration much less of a hassle for them
- Liked being able to contact advisor and/or be "approved" to register through the system
- Liked seeing if a course had already been taken (or if currently enrolled)

- Liked the pop-up notification of holds
- Liked registration to-do list

Biggest confusion: how to access registration

Recommendations for Improvement

- Recommendation for current students: screen shot of where to click to search and register
- Bigger recommendation: video on how to use - include in the Bb/Canvas shell for UNIV 1231 and make available to transfer and graduate students, as well.

There was a misspelled word, but John made a note of that, so it should be fixed.

Overall, the students were very impressed!

Agenda Item: Satisfaction Survey Events

Discussion: Heather reported that as of the meeting time, 817 surveys were completed. The demographics match in some ways (gender, Dallas), but not in others (undergrad/grad, Denton/Online/Houston). Natalie will prepare a report for the final spring meeting that compares this year's results with last year's. Heather will give Natalie access to the data.

Agenda Item: Course Evaluations Campaign

Discussion: Events will take place April 5 & 6 and April 10 & 11. Heather will book tables and ask for additional volunteers from the TWU Technology staff. Heather described the communication plan for course evaluations in detail (digital signage, posters, yard signs, social media, etc.). Members reviewed the prizes. Heather will write up the steps to "clear the cache" on the iPads and ensure the iPads are charged in advance of the tables.

Agenda Item: Final Report Assignments

Discussion: Katie asked that reports be made available on the Google Drive no later than April 17 so that she has time to prepare the chair report for the April 24 meeting. Natalie will prepare a report comparing the satisfaction and awareness surveys. Heather will ask JaLeah prepare a slide presentation about SWAG giveaways (and will send her the data).

Agenda Item: Thank you, Laura!

Discussion: Katie took a moment to thank Laura Valentino for her service on the committee.
