



StudentsACT Meeting Minutes

Meeting Date: Thu, Jan 16, 2014

Time: 10:00a -

11:30a

Location: ACT 801

Type of Meeting: Initial Planning

Meeting Called By:

Heather Davis

Facilitator: Heather Davis

Note Taker: Laura Heatwole

Attendees:

Name	Title	Present
Robert Placido	Chief Information Officer	Y
Trevor Jones	Dir. Technology Infrastructure	Y
Cori Trevino	Dir. Enterprise Applications	Y
Dennis Hoebee	Dir. Technology Client Services	Y
Heather Davis	StudentsACT Advisor	Y
Philip Kwon	StudentsACT Chair	Y
Laura Heatwole	StudentsACT Secretary	Y

Minutes

Agenda Item: Research options for and student opinions about cloud-based email

Discussion: This will be the first project for the committee to tackle. A decision needs to be made on whether to expand the current Microsoft Exchange system or consider taking student emails to the cloud.

The current system provides students with 100MB of storage (considered too small.) Email addresses are no longer being purged after students graduate which leads to additional server space. Advantages of onsite service include control, privacy, and a two week history to help resolve professor/student issues.

Cloud-based services under consideration include Microsoft Live and Google Gmail. Both services are currently free for educational institutions; however, they could turn into fee based services in the future. Potential problems with cloud services include lack of control, lack of support resources, and privacy (although this does not seem to be a huge concern with students.) Some advantages include the use of the online apps and office suites and larger storage sizes (25GB).

If a move to cloud-based system is decided, the new student email addresses will need a new suffix (i.e. istudent@????.twu.edu) so as not to interfere with the current staff/faculty @mail.twu.edu or @twu.edu addresses.

Agenda Item: Where should we go with social media?

Discussion: Another topic Robert would like the committee to discuss is how to best get feedback from students. Suggestions include social engagements like pizza parties or gaming nights; visibility through organization fairs, commuter services, etc.

Agenda Item: Organization and committee expectations

Discussion: Robert stressed that this is a new group, so do not be afraid to try then modify. The committee has eight student members. Philip and Laura need to decide how to schedule the meetings; where to store committee documents; and what conference software to use for meetings.

Heather suggests that project tasks be divided up between committee members based on individual strengths. Areas include: scheduling events, booking rooms, presentations, research, document creation and maintenance, marketing, surveys, etc. Meetings should be no longer

than an hour. When the time comes, try and get other student organizations involved (e.g. commuter services, student government, online society, etc.)

Conclusion: Philip and Laura compared schedules and decided to suggest Wed or Thu after 5pm, or Thu mornings for possible meeting times. Meetings should be the same every month (e.g. last Wednesday of every month at 6pm.) They decided to use www.doodle.com to check availability of members and schedule monthly meetings. If suggested times are not convenient, additional time suggestions will be added.

Google Drive will be used for group documents. Conference software to be decided after a review of available options through TWU.

Post Meeting Action Items:

Action	Assigned To	Deadline
Group contacts made available	Heather Davis	01/16/2
Conference software availability	Heather Davis	01/16/2
Directors' meeting availability	Heather Davis	01/16/2
Write up planning meeting minutes	Laura Heatwole	01/16/2
Setup shared Google Drive for committee	Laura Heatwole	01/17/2
Send out Doodle survey for next meeting	Laura Heatwole	01/17/2
Write up agenda for first full committee	Philip Kwon	01/18/2
Research on Gmail and MS Live	Heather Davis / Trevor	01/22/2

Next Meeting: TBD

Time: TBD

Location: TBD