



## StudentsACT Meeting Minutes

Meeting Date: Thur, Nov 17, 2016 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
Laura Valentino	Member	Denton via Phone	Y
Diane Santiago	Member	Houston via Phone	Y
Natalie Malin	Member	Denton Campus	Y
JaLeah Logan	Member	Denton Campus	Y

### Minutes

The meeting was called to order at 6:01pm by Katie. The October 2016 minutes were approved by acclamation.

#### Project Update: Boot Camp for Distance Students

**Discussion:** CARE decided only to offer the boot camp on the Wednesday, November 9. There was only one person in attendance—a Houston faculty member. The tech savvy quiz Heather developed was taken 213 times, so there is evidence of interest; however, no one attended the tech workshop (boot camp). Heather shared the content of the camp with the committee: overview of tech services for students, log on to Tech Service Center and answer questions to win prizes, repeat with Lynda.com, live collaboration in a Google doc and more. CARE were very impressed with the workshop and will look for future collaboration opportunities to get more students involved!

#### Agenda Item: Course Evals Campaign

**Discussion:** The committee members discussed various aspects of the campaign. Many new students didn't know what the evaluations were and many returning students weren't aware of the positive changes. All were, however, excited to win prizes. Many of them also wanted to give feedback to their instructors. They liked being able to complete the evaluations on their

phones and loved the brevity of the new evaluations.

In Houston and Dallas, the course eval site didn't work over wifi Monday. (Heather shared that this was corrected the next day.) In Houston, being near the elevators as students were leaving on Monday was a good time. They handed out a lot of flyers.

Natalie attended the Student Organizations Council and handed out flyers. The students in attendance seemed excited to share the information with their organizations.

In Denton, students in MCL were grumpy both days. On Tuesday, many were taking a quiz and on Wednesday, many were taking a test. Students in ASB and CFO were more receptive.

The members suggested having a social media contest in the spring. The prizes were popular and effective. In Denton, they ran out of earbuds and wall chargers. The committee members requested that an email with the campaign graphic and information about students who won prizes and prizes left to win be sent on Friday, November 18.

Requests for system and communication changes:

- All communication and the course eval system itself should indicate that responses are anonymous
- All communication and the course eval system itself should indicate that instructors won't see the evaluation results until the following semester
- A link/workflow should be added for students to communicate concerns beyond curriculum and instruction (should as Title IX and similar issues)
- Emails to students should have information about what course evaluations are with screenshots and the campaign graphic (answer 'what, how, why')
- Make a brief demo video for students
- Inform GTAs and adjuncts when evaluations open and when they can see results
- Add "NOW OPEN" in red next to link in Portal on opening day. On last day, change to "LAST DAY"

Additional request:

Members would like to compare the results of this semester with last fall (total number of students who participated as a percentage of total enrollment). Heather will gather this information.

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### Agenda Item: **Spring 2017 Activities**

**Discussion:** Heather shared that a new site will be available soon: [servicecenter.twu.edu](http://servicecenter.twu.edu) where all Technology services and ticketing will be available. Through time, additional departments will also add their services, ticketing, etc. at that site. StudentsACT may be involved in promoting, though the ticketing change will primarily affect employees.

If the department is able to develop single-sign-on for Office365, there may be an opportunity to share information about it with students.

Windows 10 and Skype for Business are on the horizon, but those both also impact primarily employees. Canvas may be expanding but that likely won't be until Fall 2017.

Katie urged the committee to repeat the I Heart Tech campaign in February with a selfie competition. Heather will order the conversation hearts in advance. Heather indicated that the service awareness and satisfaction survey will need to be circulated again in March.

Agenda Item: **Other Business**

**Discussion:** The students inquired about the status of color printing and charging stations (for Denton and Dallas). Heather will forward the inquiry to Dennis Hoebee.

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Next Meeting: **TBD**

Time: **TBD**

Location: **ACT 810**