



## StudentsACT Meeting Minutes

Meeting Date: Thur, Nov 19, 2015 Time: 6:00pm – 7:15pm Location: ACT 810

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 Campus	Y
Johnny Gutilla	Member	Denton Campus	Y
DeBorah Johnson	Member	Houston via Skype	Y
Natalie Malin	Member	Denton Campus	Y
Christina Ramon	Member	Dallas via Skype	Y
Dennis Hoebee	Guest	Denton Campus	Y
Cori Trevino	Guest	Denton Campus	Y

### Minutes

The meeting was called to order at 6:04pm by Katie. Heather introduced guest attendees. Meeting minutes from the October 2015 meeting were reviewed and approved with one correction: update Technology logo.

**Agenda Item:** Guest Speaker – Cori Trevino; TWU Technology / Applications department

**Discussion:** Cori spoke on the previous and current projects and software that TWU Technology / Applications teams work on for improvements with student advising, degree planning, TWU website navigation, etc. This was provided as awareness to Students ACT committee as majority of committee is new this school year. Two projects in particular discussed were Degree Audit (rolling out Spring 2016) and Student Planning (phase II – launch date TBD). Student Planning will allow for students to add classes to shopping cart and then auto-register on their available date. This will allow for registration ease on students and also assist with departmental course planning in advance.

**Agenda Item:** Guest Speaker – Dennis Hoebee; TWU Technology / Applications department

**Discussion:** Dennis spoke with committee on technology discounts including Office 365 which

has been available since beginning of Fall 2015 semester but has not been made widespread knowledge to the student body of TWU. Discussion was opened with committee about formalizing a communication to the student body on Office 365. The final decision was to proceed with a communication for student body followed up with an ad in The Lasso and digital signage at the computer labs across the campuses. Heather will put together the communication.

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**Agenda Item: November 2015 – Technology Services Awareness Events**

**Discussion:** Committee reviewed what went well, events' improvements, types of events for Spring 2016. At the Denton campus, the ASSC table did not receive much traffic at all. The times and locations for the dorms and Student Union tables worked out very well. There was a significant amount of traffic and awareness provided to the Denton students via these event times / locations. On the Houston campus, the table for go forward basis should have a start time of 2:00 pm for optimal traffic and student awareness.

There were only 30 Facebook likes, so student body did not care for connecting via Facebook to TWU technology. Awareness about Lynda.com brought about the creation of new accounts, and so committee definitely wants Lynda.com as a continued awareness topic in the Spring 2016 semester.

Spring Awareness Events will be held the week before Spring Break; the Apartment Fair will be a key event date for these awareness events. Similar awareness techniques for Spring will be implemented as what was successful with the Fall 2015 awareness events' week (keeping in mind which locations / times work best for reaching the Student Body at each campus location). Committee members requested creation of a flyer with discounts and all of the other services. An additional effort should be made to put flyers out across the Denton campus and to have those flyers at the early tables to help advertise the other events.

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**Agenda Item: Meeting Dates for Spring 2016**

**Discussion:** These will need to be tabled as a majority of committee did not have their Spring schedules solidified at time of November meeting. Tuesdays and Wednesdays will not work for the Spring semester meeting dates. First meeting of Spring 2016 semester will be held in either late January or early February.

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**Next Meeting: January 25, 2016**

**Time: 6:00p – 7:00p**

**Location: ACT 810**