



StudentsACT Meeting Minutes

Meeting Date: Thur, Oct 15, 2015 Time: 5:30pm – 6:15pm 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	N
Johnny Gutilla	Member	Denton Campus	N
DeBorah Johnson	Member	Houston via Skype	Y
Natalie Malin	Member	Denton Campus	Y
Christina Ramon	Member	Dallas via Skype	N
Trevor Hartman	Guest	Denton Campus	Y
Clay Till	Guest	Denton Campus	Y

Minutes

The meeting was called to order at 5:30pm by Katie. Heather introduced guest attendees. Meeting minutes from the September 2015 meeting were reviewed and approved.

Agenda Item: Guest Speaker – Trevor Hartman; Denton Computer Labs

Discussion: Trevor provided to the committee a brief overview of his responsibility and oversight with any computer and printer issues for all computer labs on the Denton campus. He receives calls from Service Desk and assigns them to student workers in the labs. These students are under his supervision / oversight for completion of the issues reported.

Agenda Item: November 2015 – Technology Services Awareness Events

Discussion: Heather reviewed with the Committee the Events Sheet within the Google Drive; multiple opportunities at all three campuses primarily during the daytime hours for further outreach to the student body. Suggested events included: Dorm outreach [Denton]; E-Lounges [all campuses and commuter / online students]; Dallas and Houston afternoon hours events. Heather will be sending out an email to the committee; needs every member to sign up for at least one event date / time. Heather will manage booking and prepping tables.

New ideas included flyers and posters on campuses, in addition to digital signage. A raffle was suggested. [Update: After the meeting, Heather suggested that the “raffle” be a drive to get students to follow StudentsACT on Facebook and then a random drawing from among followers for t-shirts.]

The committee wondered about a standing ad in the Lasso [10/16 Update: Idea approved – need to work on ad layouts and content!]

Natalie volunteered to write the Press Release and submit for committee review on Google Drive by 10/20.

Lynda volunteered to obtain quotes from two different companies for SWAG items and post to the Google Drive by 10/19 for committee review and vote. [10/17 Update: these have been completed and are available on the Events Sheet]

Heather will obtain a prize wheel for the tabling events; the prize wheel questions will be taken from the Tech trivia input on the Events sheet from the Committee.

Natalie recommended that more faculty / teachers assist with providing to their students the services that TWU Technology offers to its student body. Committee members were encouraged to provide additional feedback on this outreach via the Events sheet on the Google Drive.

Agenda Item: Marketing

Discussion: Heather asked for marketing suggestions from the committee; the suggestion was made to incorporate the ‘TWU Connects Us’ USB logo. Heather is looking for additional marketing slides’ input from the Committee members on the Google Drive. Heather will also procure fabric signs for posting at the tabling events across the campuses.

Next Meeting: November 19, 2015

Time: 6:00p – 7:00p

Location: ACT 810