



MEETING AGENDA AND MINUTES

October 9th, 2014

Action Items (To mark an Action Item completed, select the checkbox (double-click), right-click, and select checkmark.)

- Everyone: Review, comment, and sign-off on Student Survey
- Chris will set up a standing meeting with Claire in the future

Attendees

Present:

- Bill
- Andy
- Claire
- Kate Allison - guest
- Chris
- Daniel
- Austin

Agenda

1. Survey - Discussion

- a. Kate introduces
 - i. Parallel to Faculty Survey
- b. Shape and Feel will come after questions are set
 - i. Back button - difficult to go back on branches
- c. Kate asks what do we want to know from the survey?
 - i. Answer:
 1. How are people using technology?
 2. Are the existing services meeting their needs?
 3. If not meeting needs what should we do?
 4. If there are other things we should be doing, what are there?
 - ii. (also from last month):
 1. What is most important to students?
 2. How students feel about using services
 3. What are the problems facing students
 - a. What is on the top of their head that's bothering them
 - iii. We will make sure that this group's priorities are in line with student priorities
- d. Kate walked us through the survey and we refined questions.
- e. Kate will send us all the updated survey and do follow up activities
- f. Idea: Have it done by Fall Break

2. Last Month's To Do List:

- a. Agenda review / Posting: Chris (by 9/19)
- b. Chris will setup Google conversation (maybe through Eric Galyon)

- c. Survey draft - Andy - by End of Friday
- d. Review draft and final questions by - end of Monday
- e. Send to Kate for Survey design end Tuesday
- f. Andy - email potential new members
- g. Claire - CUSG Recruitment
- h. Daniel + Ryder - Position Statement on Calendar, Hackathons, Open Interfaces, Etc