



MEETING AGENDA AND MINUTES

October 20, 2017
10:00 AM - 11:30 AM
UMC 404

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

- ✓ Chris will really update the application link
- ☐ Virgil: write a letter to PSC (procurement services center)
- ✓ Shane: be prepared to open survey and review questions for next meeting (November 3)
- ☐ Chris: find out about the portal design group, and the potential for adding ITSGB members

Attendees

Present:

- Mackenzie Lobato
- Alex Curtiss
- Virgil Nunan
- Chris Bell (non-voting)
- John Keller

Agenda

1. Introductions and Settle In

a.

2. Where is the application link?

a. <https://goo.gl/forms/pMhyoXbMbNOs5SJU2>

b. (Found in: Our google drive, under Recruiting Documents, Application

3. ITSGB Logistics: (5 mins)

a. Quick tour of our web site

b. Quick tour of our working documents

4. Election of Co-Chair:

a. The original plan:

i. Anybody interesting in being co-chair will be given up to 2 minutes to talk to the group.

ii. Then we'll vote.

b. We decided to push this to the next meeting

5. Prioritized Areas of Focus by Semester

a. This list is meant to organize our thoughts on *potential* areas of interest, it is not meant to be a list of action items

b. Fall

i. Survey

ii. Recruitment

iii. Request progress reports on...

1. Portal/LMS switching - also inquire/request requirement for instructors/professors to use LMS for grades

2. Adobe

3. Technology FCQ

iv. Review privacy position statement

c. Spring

- i. WiFi slowness - get a plan from OIT
- ii. Web express (needs further discussion)
- iii. Computer requirement

6. Discuss plans around survey – if the group wants to do it again

- a. We have decided that we want to do the survey again
- b. We will review survey questions next time
- c. Shane will provide admin support

7. Update on Adobe Creative Cloud for students (if time allows)

- a. We'll ask CU PSC for an update

8. Discuss/Review/Address Action Items from Last Meeting

- a.

9. Adjourn

