MEETING AGENDA AND MINUTES
December 1, 2017
10:00 am - 11:30 am
UMC415

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

✓ Make ITSGB an Official Student Organization (Dylan)
❏ Reach out to Sandra S for Update on USE (Dylan)
✓ Create Slack channel for ITSGB (Dylan)
❏ Work on Survey (Dylan)
❏ Update Current Members list (Chris/Shane/Dylan)
❏ Write an email to Brad Buchanan about Adobe (Brooke, Virgil)
❏ Request List of Software and Procurement Prices (Mackenzie)
❏ Get meeting times set for next semester - do the first week of the new semester. Do the Doodle (Shane)
❏ Work on Wifi ask strategy, cc-ing Sam, generate request for comment (Brooke)
   ❏ What is the status of Wifi on campus
   ❏ How do you measure performance
   ❏ What are your current and future plans for improving wifi?
❏ Next meeting in January at a time to be determined by doodle poll of

Attendees

Present:
- Mackenzie Lobato
- Brooke Langley
- Virgil Nunan
- Dylan Sallee
- Sam Cast
- Alex Curtis
- Chris Bell (non-voting)
- Shane Kroening (non-voting)

Not Present:
- Seth
- John Keller

Agenda

1. Introductions and Settle In

2. Co-Chair Selection
   a. Candidates put your materials here: 
      https://drive.google.com/drive/folders/1xxOdzWJkJ_B0uJrW3ois2kN7IcmC7Z6Ag
      Submissions due by Thursday 12/7
   b. Votes due by 12/15

3. Survey
   a. Build - subcommittee formation and input
      i. qualtrics.colorado.edu
         1. login
ii. Sub-committee volunteers
   1. Dylan
   2. Shane
iii. include recruiting
iv. possibly include paid incentive from OIT general fund
b. Roll-out early 2nd semester
c. Review Last year's write-up:
   i. LINK

4. ITSGB Timeline and goals for the year
a. DECISION: The three Primary things ITSGB will focus on for the rest of this school year:
   i. Adobe CC for students
   ii. Wifi
   iii. User Experience
   iv. Recruitment
b. RESURRECT lists of possibilities
   i. Brainstorm:
      1. Wifi Slowness and network issue
         a. Came up via last year's survey
      2. Student Printing Service
         a. Assess satisfaction
c. From September 21:
   i. Adobe Creative Cloud for students
      1. Ideas: Get # of licenses from Adobe
      2. 
   ii. Survey - get it out faster this year
   iii. Web Express
      1. Hard to navigate
      2. Bad user interface
   iv. User experience thing
      1. Looking at what the students experience
         a. Portals (MyCUInfo, D2L)
         b. Websites (housing & dining, etc.)
      2. Make them better
         a. Create the “unified student experience”
      3. As a board, we should be involved
      4. We should:
         a. Request reports, and/or
         b. Put a person on the committee
            i. Dylan?
v. LMS D2L to Canvas
   1. Possibly ask for reports
vi. WiFi slowness and general accessibility issues on campus
vii. Recruitment
   1. Make us an official student organization
   2. Student government
   3. Greek community
   4. Office of student involvement
   5. - Get on Buff Connect (Previously Org Sync)
   6. A PDF that explains what we do, where we meet, perks, market the group
   7. - what we’ve done in the past, objectives
   8. Go to classes
   9. CS
10. A&S
11. TAM
12. CUSG - social media chair
d. Recruiting
   PSC
   Survey
   Any
   Become an Official Student Org through Center for Student Involvement

5. Adobe CC Update
   a. Shane report from Mike Viola - PSC
      i. History
         1. Justin worked in OIT last year, but no longer exists in OIT.
         2. We did not fill his role - goes through PSC.All
         3. Justin was working to do a grassroots approach - small order and sell at discounted rate.
         4. lol nope - rip. Adobe would only do 4000 minimum.
         5. Mike doesn’t have much control over this, OIT will decide.
      ii. Current
          1. Still stuck at number around 4000 licenses (75/year)
          2. OIT doesn’t have the money atm.
          3. A survey is not enough - guessing Adobe realizes we don’t have 4000 people using it.
          4. We haven’t gotten anywhere - Adobe isn’t playing ball.
      iii. Going Forward
          1. We can either forget it, or really go for it and get money from other departments/talk to Adobe.
          2. See if departments will require
          3. Talk to Adobe and get @colorado.edu users?

6. User Experience
   a. Mackenzie
   b. Working on “Card” system for new user experience
   c. Cards are going to be part of the portal
   d. There can be “third party” cards from different groups

7. Recruitment
   a. Digital Signage
   b. Student involvement Fairs
   c. Survey
   d. Posting to groups/friends
   e. Target - Majors and backgrounds

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

9. Adjourn