UA Exec Meeting
10/17/2012

Attendance: Jonté, Alec, Nathan, Jen, Amanda, Ravi, Naren, Laura, Michael, Stephanie, Sheila, Stephen, Patrick, Tim, Hal, Christine, John, George, Tim, Brendan, Lauren, Michael

Updates

Jonté
- Attendance Policy:
    - 2 excused absences for the whole semester
    - After that point, absences will impact your performance reviews
    - If you're going to be late, e-mail ua-secretary@mit.edu beforehand
- Approving minutes – go through the minutes to check and see if you approve to put the minutes online
- Check e-mail for the UA Resources page; includes a UA contact book
- Pictures from photo shoot are in
    - Going to try to put some of those pictures up in the Infinite Corridor display cabinet
- Google Drive – each committee has a shared folder to use
    - If you have documents, please put your documents in there
    - This will make transition easier
- Asana – task management application that the UA will start using
    - Tasks can be assigned and viewed by each other
    - There is a link to it in the copy of the agenda you received earlier today
- End of performance period is coming up at the end of this month
    - If you met with Michael throughout the semester, meet with Jonté
- Back room – goal is to make it into an office for meeting usage
    - Will schedule another clean up day
- Michael and Jonté met with the Chancellor
    - Will meet with him every 3 weeks
- MIT is looking to see the effects of budget cuts on research at the university
- Council meeting
    - CJAC discussion

Stephanie - UA Website
- Launched this morning
- Ua-site.mit.edu
- Currently static content
    - If you want to submit something onto the site, send it to Stephanie's Google Drive folder

- It will deployed to students as soon as content has been submitted and log in information has been completed

Hal – PR
- Study break for tonight was postponed due to funding issues
- Committee is looking at the way e-mails are used

Patrick - MIT 203
- Interviewed people for his committee
- Strategy for writing a report on what students think of MIT 2030

Tim – MITx
- Goals to know
  - What gets taught;
  - how it gets taught;
  - how it gets received;
  - how it gets evaluated
- Student feedback
  - Cookies with deans sort of an event to be planned
- How can MIT contribute to MIT's unique ways?
- Waiting for announcement on the director of MITx
- If you have any ideas on how to get feedback from students, let Tim know

Brendan – Special Projects
- Launching a suggestion box for students to learn what students want for the second floor of the student center
- The concert was awesome!

Evening Discussion

Focus Groups
- Potential way to get student feedback
- Focus groups are effective if they don't feel like a focus group
  - Talking with friends over lunch is helpful
- Discussion needs to be well moderated
  - Balance between saying nothing and providing your opinions
- Example: MITx
- Students need the time to be able to talk and engage in a meaningful discussion
- Size: don't exceed 14 if you want in depth solutions
- Presidential search – had a 20 person group then moved into a smaller group
  - Starting in Senate Chambers, breaking into smaller groups

- Get committee members to run the focus groups as well
  - This gets they involved
  - Need to be prepared to know what questions need to be asked
  - Alternatively, have members from other committees serve as focus groups for other committees

Final Messages

Nominations
- If you have non-freshmen on your committee that you think would be good for this, let Ravi know
- Time commitment: bi-weekly - an hour an a half

Ask.mit.edu
- Tim Jenks brought it up during retreat
- Place to put all the info for students
- Jen to work on this for her 6.170 class project
  - If you have ideas, let her know