I. Call to Order & Approval of 01/17/17 Minutes 5:35 p.m. ..........................Margaret Wang, SIC President

   Attendance: Sunil Acharya, Alix Baycroft, Mason Borth, Marian Chen McCarty, Hallye Freeman, Michael McGuire, Pritul Patel, Jacquelyn Randle, Stephen Simington, Margaret Wang, Robert Williams, Pratikkumar Chaudhary, Jingcheng Du, Palak Jalan, Brandon McCullough, Katie Oetken, Smruthi Vijayaraghavan, Angelina Williams, Eric Solberg (SIC Advisor), Kathy Rodgers (SIC advisor), Corrin Ordner (SIC advisor), Traci Humphrey (guest) and Teresa Deis (guest)

   Absent: Alem Belachew, Connor Cordray, Gina Duong, Brittany Jewell, Gil Rosas, Charlie Figari (SIC Advisor)

II. University Guest Speakers 5:35 p.m. – 6:00 p.m. .........................Margaret Wang, SIC President

   A. Campus Solutions Survey Results ....................Teresa Deis and Traci Humphrey, Campus Solutions

      Ms. Deis and Ms. Humphrey gave SIC members an update on the results of the recent Campus Solutions Survey. They noted that 257 of 5361 UTH student respondents replied, which Ms. Deis said exceeded expectations. Survey results were categorized by usability, desirability, findability, and performance of the software. The most common complaint, made by 34% of respondents, was that the MyUTH software is difficult to use. They presented five solutions to help improve the software and to help make it more student-friendly. The five proposed solutions are as follows: introducing a student self-service dashboard, implementing student center tiles (which will display holds, to-dos and activity guides), improving the notification center, updating the help section (to include help desk contact info, searchable help, FAQs and user guides), and testing performance of the new MyUTH. The performance testing will involve looking at usage across types of devices and load testing. Ms. Deis asked SIC members to encourage student participation in addressing the types of devices they use to access MyUTH and to help do a “load test” of the new website to ensure that it can handle increased volume. Ms. Humphrey told SIC members that she and her team are currently working on wire frames to sketch things out for the ApplyUTH and MyUTH pages. The Campus Solutions team is trying to make things more usable and to mirror windows framework by using a tile format. Mr. Acharya, SIC member, mentioned putting a link to a feedback survey directly on the MyUTH website in order to continue gathering student feedback about the webpage. Ms. Wang, SIC President, noted that the ad hoc committee on communications will be in contact with Ms. Deis and Ms. Humphrey in order to discuss how the website can be used to improve communication between students and the school. A copy of this Powerpoint presentation will be made available on the SIC Share drive.

III. Standing Committee Reports 6:00 p.m. – 6:25 p.m.

   A. SAC-Crawfish Boil ...................................................Sunil Acharya and Michael McGuire, Co-Chairs

      Mr. Acharya and Mr. McGuire met with Marcie Zepeda in Auxiliary Enterprises, who will be the contact person for the Crawfish Boil, to go over all the necessary materials the SIC will need for Crawfish Boil. At this meeting, they discussed the amounts of crawfish, hot dogs, beer, lemonade, and other supplies to purchase for the event. They also requested tickets for hotdogs as well as wristbands for ID check. Ms. Rodgers, SIC advisor, helped book a DJ for the event. At the next meeting, they will hand around a sign-up sheet for the event. Mr. Acharya will be working on a flyer for the event. Suggestions for music and giveaways for the event can be sent to Mr. McGuire.
B. Public Relations “Spring Meet and Greets”.........................Katie Oetken, PR Committee Co-Chair
Ms. Oetken announced that she and Ms. Jewell are working on confirming dates for Meet-and-Greets. They are trying to align Meet-and-Greets with student events that are already occurring at the six UTHealth schools. They will be encouraging SIC members to attend Meet-and-Greet events at schools different than their own. Ms. Oetken says they will plan to have cookies, drinks, and SIC giveaway items available for students. She told SIC members to let her and Ms. Jewell know if there is anything specific they would like to see on the survey. Ms. Oetken also mentioned that they will be shortening the survey to approximately five questions. Dates of the Meet-and-Greets will be sent to SIC members as soon as they are available.

IV. Ad Hoc/External Committee Reports 6:25 p.m. – 6:45 p.m.
A. Community Outreach Committee (UT House Medics)...................Mason Borth and Angelina Williams
Mr. Borth announced that UT House Medics dates have been set for April 22nd and April 29th, with an emphasis for student participation being placed on the 22nd. Registration and announcements are being prepared to go out. Ms. Williams discussed a desire to improve communication and outreach between SIC members and UTPD. UTPD has invited SIC students to tour their facilities on either February 27th or March 2nd at 1:30 p.m. SIC members were asked to let Ms. Williams know if you would like to attend the tour.

B. UTSSAC Update..........................................................Alix Baycroft and Mason Borth, UTSSAC Reps
Ms. Baycroft and Mr. Borth told SIC members about the most recent February meeting of the UT System Student Advisory Council. Mr. Borth, who serves on the diversity and inclusion subcommittee, told the SIC about the recommendation he worked on calling for a Chief Diversity Officer at the system level, a new system-wide climate survey regarding diversity, and an addition to the system’s mission statement in support of diversity and inclusion. Ms. Baycroft, who chairs the graduate student affairs subcommittee, told SIC members about the three recommendations her committee will be making to the Board of Regents. These recommendations include encouraging graduate institutions to adopt the NIH policy on parental leave, forming a UT-wide career symposium for graduate students, and promoting the use of tele-counseling on UT campuses, especially for distance learners and students with schedules that will not allow them to see counselors during current office hours. In addition, the graduate student subcommittee wrote two memos. One memo addresses how institutions can better promote available mental health resources to students. The other memo recommends that all UT graduate institutions adopt a contract between the PI and the student, which is currently in use at UTHSC-San Antonio; this contract aims to increase understanding of expectations between the PI and PhD students going forward. Ms. Baycroft also mentioned that the subcommittee on tuition and fees wrote one recommendation regarding timing for evaluation of changes to the tuition and fee structure. The tuition and fees subcommittee is also working on a memo regarding increasing the transparency of fees and encouraging the BOR to allow undergraduate campuses to levy fees if they have the support of their students. Ms. Baycroft and Mr. Borth encouraged SIC members to let them know if they feel strongly about or have information to add to these recommendations. A copy of the recommendations will be sent to SIC members once final drafts are available.

V. Old Business 6:45 p.m. – 7:15 p.m.................................................................Margaret Wang, SIC President
A. Student Services-Ad Hoc Committees...........................................Margaret Wang, SIC President
Ms. Wang announced that four subcommittees will be formed to address the most popular topics from the survey sent out after last SIC meeting. The four subcommittees will be Communications (focusing on communication between students and UTHealth Student Services), Shuttle, Housing, and Community Service (focusing on community service within each school). Each subcommittee will be made up of 4-5 SIC members and, based on request, each committee has been assigned chair. Ms. Wang also introduced
her expectations and three steps of development that will be used to streamline the new recommendations project. A document with expectations and steps of development was distributed to SIC members at the meeting. Time was allotted to the four ad hoc committees during this meeting in order that each group could set their goals and established timelines for recommendations. A list of the committee members and chairs will be sent to all members after the meeting via email.

VI. Announcements 7:15 p.m. – 7:30 p.m. .................................................................Open Session

A. Food Service Satisfaction Committee/ RFP ........................................Kathy Rodgers, SIC Advisor
Ms. Rodgers announced that Auxiliary Enterprises would like to gather feedback from students at schools where there are currently food service providers and asked for student volunteers to sit on a satisfaction committee. Brandon McCollough (SOD), Alix Baycroft (MMS), Katie Oetken (SPH), and Palak Jalan (SPH) volunteered to attend a meeting of the Food Service Satisfaction Committee and provide student input about the current vendors. This meeting will take place the week of February 20th, date TBD by Auxiliary Enterprises. This will lead into the RFP process where vendors sign contracts for the next 1-3 years.

B. Event Advertising Guidelines .................................................................Margaret Wang, SIC President
Ms. Wang announced that members of the SIC Executive Committee have developed guidelines regarding campus-wide advertising for SIC events. Ms. Rodgers, SIC advisor, will incorporate these guidelines into the official SIC administrative guidelines for the next academic year. The SIC President asked that SIC members to review the document for accuracy. She asked that members refer to this document when planning the advertising the spring semester SIC events.

VII. Adjournment 7:30 p.m.