

## **REDACTED DRAFT MINUTES**

### **Introduction**

#### **Item I: Review of previous meeting minutes**

Minutes from previous meeting handed out for review. Currently there is no official approval of the Minutes, but the goal is for a redacted version of the CSL Meeting Minutes to be able to be posted on the Interact website.

#### **Item II: Finalizing Interact roll-out: planning & thoughts**

- [www.interact.mit.edu](http://www.interact.mit.edu)
- This is last year's Interact website which is currently being worked upon and updated. During IAP the website was discussed with Administration with the goal in mind of having the site opened publicly.

#### Handout - Problem 1: Interact

Log on to the Interact website and using the username and password discussed at meeting play around with the site a bit – students can click on the 'Student' tab and do searches; faculty members can do searches and additionally click on 'Faculty' tab and update your profile. Note the 'feedback' box which will send comments to the site administrator.

#### **A) The left hand sidebar tabs:**

##### **1) This Week @ MIT Rumor Mill**

- This is the page on which Administration can make official statements dispel rumors and set the record straight about current rumors or concerns.

##### **2) FAQ Page**

- This is a page for students to reference. It will be easy to link things into this page for convenient navigation.

##### **3) How Do I?**

- This is the page on which students can post questions which will be answered by Administration.
- Discussion:
  - Having a known place where questions are answered will in itself answer a lot of questions.
  - Will it be possible to assign questions a link to an answer automatically in order to solve the problem of repeated questions and aid in finding an answer easily?
  - Change.gov is a good example of how this page could be formatted. The most relevant questions (those with the most hits) are sent to the top of the page and the least relevant are sent to the bottom or filtered out. This would make the questions page a better system than emails because the most frequently asked questions would be at the top of the page which would solve the problem of sifting through information. It would also give Administration a feel for which issues are of the most importance to students and when certain

questions gain sudden popularity it would alert Administration of current concerns.

- Interact currently has the equipment to do this, it just has to be figured out how to format the site.

#### 4) Institute Committees & Student Organizations

- MIT Committees and Student Organizations are all listed on this page and link to separate profile pages for each Committee. These pages are where meeting Minutes could be placed.
  - Example: The CSL redacted Minutes would be placed on the CSL page.

#### 5) MIT Organizational Chart

- This chart displays senior leadership at MIT.

#### 6) ASA Database

- Groups can update their profiles through ASA in order to appear active on the Interact website. Interact queries ASA database which benefits ASA, but much of the information is also entered by hand. The website is currently not set up so that groups can add links to the website, but it will be soon.

#### B) Student or Faculty search/collaboration page

- Through the search students will be able to find faculty profiles (there will be no student profiles). The faculty will be able to edit their own profile for privacy and in order to control what they want to appear on the site. Students will be able to email faculty directly from the page. How can CSL incentivize faculty to update their profiles or how best to spread awareness of the site to faculty? Ideas:
  - Article in the faculty newsletter
  - Talk about Interact and faculty profiles in Faculty Meeting

\* **Homework:** Think of at least 3 FAQs, How-To's, and other additions/suggestions for the areas within the sidebar. Think of three or more things to fix/add/subtract, etc. about the Faculty search/collaboration section of the site.

#### Discussion:

- The primary questions are who 'owns' the website and who is responsible to update it? How will the integrity of the website be maintained?
- If Student Life is emailed with a question will that answer be put on the website?
- Will Interact be collaboration where students can submit information which can then be edited by DSL?
- Interact could emerge as a central location for forums which could be a two way dialogue: for students to have questions answered and for administration to learn of student thoughts.
- Should aim to keep Interact simple initially and have extras kept to a minimum in order to not recreate the treelike MIT website. Information should be easy to find.

#### **Item III: Initiative on email/calendars/student engagement (presented by the GSC)**

- The GSC is working on the project of trying to get information for events (where, when, who, etc) which are regarding research or more professional in nature in order to put into a comprehensive calendar.
- In addition to the GSC server, Interact would be a great place to put this calendar in a simple interface in order for people to find out about events that are happening. The events could be listed by week and MIT "favorite" events could bubble to the top by

favorites (although this could be hard to do as some events cater to a small demographic). Perhaps faculty members might be tagged or linked to certain events as well.

- The main challenge currently faced by GSC is getting all of the information for these events solely from emails, and the goal is to be able to have people enter information directly into website.
- Question: Is there someone that the GSC can talk to in order to access mailing lists of departments or is there a department policy which makes them unwilling to release these lists? Answers:
  - Departments vary in their policy, but they might be unwilling to release mailing lists because they might not just be for events but also for internal communications. If this is the case, departments should be encouraged to have separate mailing lists for events.

#### **Item IV: Making committee minutes available (through Internet)**

Meeting minutes from December 12, 2008 will be made into a redacted version which will be passed around CSL and then posted on the Interact website.

#### **Item V: Other items for the Spring Term**

##### Handout - Problem 2: CSL and MIT budget planning:

What can CSL do to help with the current MIT budget planning and the current situation? Can CSL think of anything to bring to the discussion; areas of concern, ideas to help, etc?

##### Presentation:

- There is currently a MIT budget taskforce and one of the subgroups on it is the Student Life Department. The idea of the taskforce is not to look into altering the budget for the coming year but rather to generate ideas on how MIT can save money in the long term. Each subgroup in the task force is asked to suggest ideas and analysis.
- There will be an Interim (preliminary report) in June in order to narrow down the best ideas from the analysis of the subgroups and in October there will be a cleaned up budget plan to implement in the fiscal year 2011.
- The taskforce is an attempt to get community ideas that are structural and will generate ways to make more revenue. The taskforce wants feedback, not voting, from students and alumni in order to gather information and reevaluate the budget.

##### Discussion:

- In order to make the committee accessible maybe it could be linked back to Interact?
  - This may or may not work depending on the timing (goal is for Interact to be launched by the end of the month).
- A problem is that most requests for improvement demand expansion of services which in turn increase costs. More structure is needed.
- It would be useful to have broad info or to calibrate the sentiment about what services students actually use the most.
  - It would be good to have a preliminary survey before asking other questions. DSL does have detailed surveys. Are these surveys something that should be discussed in the CSL meeting?
- An example of a question to think about is: should MIT have an extension school?
- How much money does MIT spend on events hosted through Student Life vs. how much does it invest in students hosting events themselves?

- Should keep in mind that this is NOT yet a launched process. The initial meeting is yet to be held and they will have a better idea by the next CSL Meeting.

End of Meeting.