UA Exec Meeting  
October 31, 2012

Updates and Administrivia

- Last day of Q1 performance period
  - Beginning tomorrow – performance check ins begin
  - Evaluated on value creator, people developer, relationship initiator; participation and attendance
  - Think about ahead of time – size of your committee, the people you have been meeting with outside of the UA
  - What is your capstone achievement for this performance period?
  - Michael and Jonté will each give you a score
    - Exceeds expectations, meets expectations, needs improvement are the options
    - Between the 7th and the 13th, you can review your scores with Jonté and Michael before it is presented to Council on the 13th

- Advertising options
  - You can e-mail undergrads
    - We’ll send it through Hal
  - Slides for the Infinite
  - Postering

- Event planning and space reservations
  - When you want to reserve a space on campus, there are two processes
  - CAC space (in student center, stata, W11, kresge, etc.)
    - Send e-mail to ua-admin@mit.edu
    - We will book it for you
  - Schedules office - classrooms on campus
    - UAP/VP need names on the reservation
    - Need to fill out a form

- Finances
  - We are running all of our finances out of one account
  - Only one number when submitting an RFP
  - Get in touch with George if you have questions on how to do this

Committee Updates

- Alumni Relations and Public Service
  - Spoke with Katie Maloney (Alumni Association) – in process of restricting entire Infinite Connections portal
  - Will be changed at the end of the semester
  - Efforts to publicize the change are in the works for next semester

- Education
  - Student-Faculty Dinners back up – tell your friends this is going on
Issues being considered as a committee – truth in advertising with units (in theory, classes should have the number of units that match up with the number of hours spent on the work every week); subject evaluations – what information is most helpful
  ▪ Looking to discuss these issues with members of exec as a starting point

- Engagement and Member Development
  o Finished attempts to recruit people for CPL
  o CPL orientation is tomorrow in the senate chambers at 7:30
    ▪ If you want to attend, please e-mail Sheila and Alec

- Finance Board
  o Training this weekend to get the groups to better understand the processes
  o Looking for other ways to present the application to make it more intuitive
  o Deadline is November 7th – want to have it done by December

- Institute Events
  o Planning for Spring Weekend
  o Sent out surveys
  o After the results come out, we will chose who the top artists are
  o Considering breaking it down into two concerts (Friday/Saturday) for the different interested genres
  o Branding Spring Weekend
  o Looking at how other schools are successful with their Spring Weekends

- MITx
  o Focus groups of ~20 undergrads to learn what students want out of MITx
  o Getting the names from institutional research
  o Holding the focus groups the week of November 16th
  o Will write report after feedback is collected
  o The leader of online learning will be announced very soon
  o Looking at the different types of classes offered in the spring

- Orientation
  o Had a meeting with Julie Norman to go over the needs for Orientation
  o Form for feedback on the new UA website
  o Three upcoming meetings in dorms about orientation

- Student Support and Mental Health
  o 8 diverse members on the committee now
  o Very broad interests in regards to student support
  o Determining the interests and projects to tackle
  o Quality of Life Committee nominees sent in!

- Class Councils
  o Senior class had Boos cruise; renegotiating contract for the Career Fair
  o Juniors have a Celebrate event on Friday; this semester track jackets will be distributed
  o Freshmen just had UGC event partnering with the other class councils; reached the pledge amount; hoodie designs voting will happen this week
• Secretary
  o Send in articles for the UA Newsletter to ua-secretary@mit.edu by this Friday
  o Voting to approve putting the Exec minutes online – motion approved!

Council Engagement
• New Council starting next semester
• We are looking to have an increase in engagement with Council
• Idea – visiting pairs
  o Two council members each come twice a semester to visit your committee
  o View them as partners when you need to present your work to Council