GPSC General Assembly Meeting Minutes

February 1st, 2011: Room 0016 Westbrook
Presiding Officer: Felicia Hawthorne

6:30pm: Call to Order

6:00pm: Announcements:
- Felicia Hawthorne – Congratulations to the 3 finalists for the Young Trustee and thanks to the committee. Finalists are:
  Ali Saaem
  Joshua Makaron
  Jennifer Snook
- This Thursday at Chili’s there will be a give-back to the Duke Physical Department. 5% of the profits will go to the DPD. See attached Flyer.
- Survey went out to the reps from Ali Saaem. Please fill it out.
- Summary of universities committees showed that the Presidential Council on Women has been on hiatus for a while. If anyone is interested in being on this committee please contact Ali.
- Thirsty Thursday this Thursday at Six Plates.

6:33pm: Last meeting’s minutes were passed with no changes.

6:33pm: Christine Vucinich – Technical Education & Outreach Coordinator - OIT Technology Training Program
- “New to Duke” link off the OIT website that has an area for Graduate and professional students that gives the new services offered.
  o Free technology workshops that GnP can sign up for. Between 1-2hrs. No grade.
    ▪ Examples: Editing movies, Making better Powerpoint presentations, Intro to Intel Compilers.
  o Each student gets 25 training “bucks” per semester. Each workshop “cost” 5 training bucks which are refunded into your “pool” of bucks once you attend and participate in a workshop.
  o Will OIT take suggestions for courses?
    ▪ Yes. Additionally OIT might recommended other sources for workshops.
  o What’s the depth of the training for a workshop?
    ▪ These seminars are introductory to the topics.
  o On-demand training for groups of 5 or more.
Example – Students last year needed help with Excel and a special workshop was offered. Now this is being offered as a regular course this semester.

The registration form lists the options of what On-Demand training workshops can be requested.

A few weeks in advance notice is needed for On Demand workshops.

- Teaching Assistants can also use the services offered to have OIT representatives come to classes to demonstrate software uses.
- Brown bag lunches for a variety of topics [http://oit.duke.edu/comp-print/training/learn_it_lunch/index.php](http://oit.duke.edu/comp-print/training/learn_it_lunch/index.php) once a month.
- Students can subscribe to the OIT Training email list. This can be done on the OIT homepage.
- One of the most popular services is online training. [http://oit.duke.edu/comp-print/training/online/index.php](http://oit.duke.edu/comp-print/training/online/index.php)
  - Lynda.com is the online training provider that Duke works with.
  - 57,000 videos in 938+ courses with new titles added every week.
    - Examples: Adobe Photoshop, Keynote, AutoCAD etc
- How much does the University pay for this service? And do we keep statistics on the usage?
  - At present there are 30 slots at a time available so 30 accounts can be logged in at a time.
  - There has been a lot of growth over the past 2 years. We are aiming for a university-wide site license with unlimited access.
- There are Microsoft E-Learning Courses on the OIT website that are available for free. It requires IE and will not work on Macs.
- Help availability:
  - Live Chat with the service desk is available from the OIT Home Page ("Get Help Now" link).
  - TAs can reserve labs for classes as well as get Virtual Computer Labs.
  - Multimedia Project Studios are available on both East and West campus along with staff that will guide students.
- Webfiles – webfiles.duke.edu gives you access to your personal website.
  - Private folder has 5G of space where files can be stored.
- The VPN client portal.duke.edu
  - Directions on how to access portal.duke.edu from a Windows or OS computer can be found here: [https://www.dunk.duke.edu/rkm/viewdoc.jsp?doc=4513&sid=296754&type=Published&terms=quick_searchTerms&user=Self%20Help](https://www.dunk.duke.edu/rkm/viewdoc.jsp?doc=4513&sid=296754&type=Published&terms=quick_searchTerms&user=Self%20Help)

Contact Christine at oit-training@duke.edu or call (919)-613-3782.
7:12pm – A new topic is being introduced to Agenda and due to the nature it’s going to be closed session.

7:20pm – Retreat Wrap Up
- The morning was spent with Greg Hohn, Executive and Artistic Director of Transactors Improv Co.
- GPSC Goals were reviewed after lunch in break out groups. The notes from each group are being collected and will be put up on the website.
  o One major point brought up was there are a lot of resources that are available to students but students don’t know about them. We are working on adding this information to the Resources Link on the GPSC website.
- GnP Career Development was also a big point that was brought out and the idea of creating a Career Development Chair position for the GPSC Executive. This person would have but one responsibility: Help GnP students get jobs. (See attached powerpoint). Options that the Executive came up with are:
  o Career Development Chair on the Exec
  o Career Development Committee
  o Academic Officer takes on the responsibilities of the Career Development Chair
    ▪ The Academic Officer handles any student grievances and linking between students and faculty.
  o Motion to have language written by Karen Lilley, seconded by Crista Merendino for a Career Development Chair. Motion passed.

8:05pm GPSC By-Laws Amendment
See By-Laws Amendment attachment.
- Amendment 1 passed
- Amendment 2 passed
- Amendment 3 passed
- Amendment 4 passed
- Amendment 5 passed

8:10pm - New Issues
- Viresh Thusu – Suggestion that we can have a Board of Trustees speaker to update us on the major Duke issues.

8:11pm Meeting adjourned. Next meeting to be held on February 15th. Young Trustees Election will be held that night so please attend or send a proxy.