Hello Everyone,

Here is the agenda for our conference call scheduled for next Wednesday 2/3 at 8:30 am. Please note the earlier start time, per Natalie’s request, to discuss page numbering with Charlene.

Discussion

- **Page Numbering.** Currently bottom center of each page.
  - Minutes = M-1, M-2, etc...
  - First Item = Item 1-1, Item 1-2, etc...
  - Second Item = Item 2-1, Item 2-2, etc...

- **Item Responses Tab.** Awaiting comments/feedback before releasing it to committee members. This was created to address the request that we create a way to communicate and provide the final memo of an item to the council members, council chair, (and/or the Senate Chair).

**Dashboard > Councils & Committees > Senate Cabinet**

**UDR-Proposal to Establish a B.S. in Applied Physics**

- CPB - Final Response - CPB approval (11-30-2015)
- CEP - Final Response - CEP approval (11-16-2015)
- Consolidated Item PDF

**Departmentalization of African American Studies Program**

- Cabinet - Final Response - Cabinet endorsement (11-17-2016)

**The Item Title**
- link to the Committee’s Final Response(s) and Response(s)
- link to "Parent" Final Response(s) and Response(s)
- link to "Grandparent" Final Response(s) and Response(s)
- link to consolidated Item PDF

On the bottom of the page, we're also displaying the number of items available:

- So far in 2015-16, there are **24 items** with responses
- in 2014-15, there are **50 items** with responses

- **End-User Support.** When/how to escalate to UCSB AAIT Support

**Recent Changes/Enhancements:**

- **Attendance**
  - The attendance page has been revamped with the addition of an "email members" link. The links now appear as icons (Print, Attendance History, and Email Members):
    - "email members" link now include the Analysts as CCs
• Attendance calculations of % of meetings attended are adjusted to include only those meetings that have happened, so exclude future meetings
• Attendance history page now has a "Download spreadsheet version" of the data

• **Election Module** - demo of upcoming election from the perspective of faculty.

• **Staff Admin Utilities** - changed link to icon due to space constraint (with the addition of the "Item Responses" tab).

  **Senate Staff Committee**

  6 Membership Item Responses in 2015-16 Item Management (Admin)

**Bugs:**

• Mailto links have now include a CC to the committee analyst
• Mailto links now include the members based on the time period (instead of including the current-year membership list).
• Normalized the tab background coloring to white, with only the item highlighted
• "Assistant - Not Displayed" was missing from the Committee Membership Management page. **Fixed.**
• A check is in place so that a user cannot have an "end date" earlier than the "start date" in the Committee Membership Management page.

**Current Effort:**

• Election Module
• Overall site optimization (especially the "Past Meetings" tab)
• Continued UI cleanup

**Scheduled Conference Calls:**

• First Wednesday of each month at 10 am: **3/2, 4/6, 5/4, 6/2**

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