Assembly Meeting Agenda
Monday, September 18, 2017
12:00PM - 1:25PM
Saffell Boardroom

Meeting called to order 12:02 PM

12:00PM - 12:05PM   Attendance

12:05PM - 12:10PM   Upcoming Events
1. Visit the constitution day Sept 18th.
2. Movie night on Sept 27th
3. Next week meeting- PPDV students will attend
    a. Details for tabling will be emailed to all organizations

12:10PM - 12:15PM   Senator Reports
School of Architecture
1. Mohamed Hassan   Mohamed.Hasan@woodbury.edu
    a. My goals for the semester follows:
        i. I would like to finish my design of temporary spray booths, construct, and place them around campus.
        ii. I will have meetings with the chair starting next week.
        iii. Concerns include scrap bins not available yet and spray booths, printing coupons and rewards system, and 2-3 computers dedicated to rendering powerful and large tasks instead of hogging multiple computers.
2. VACANT   Please email any recommendations to aswu@woodbury.edu
School of Business
1. VACANT   Please email any recommendations to aswu@woodbury.edu
2. VACANT   Please email any recommendations to aswu@woodbury.edu
School of Media, Culture, and Design
1. Niomie Glory   Niomie.Glory@woodbury.edu
    a. This week I will have a meeting with Behnoush about how the participation went for AIGA this year and I will also be talking to her about the classroom arrangements with possible ideas on the work space. If anyone has any comments or concerns within MCD programs you can email me
2. Anna Harrington   Anna.HarringtonBilu@woodbury.edu
    a. This week I plan to introduce myself to Sue Vessella and schedule a meeting with her to discuss future project plans. I also want to go over any expectations that she may envision for the MCD school so that I can help bring them to life.
College of Liberal Arts
3. VACANT   Please email any recommendations to aswu@woodbury.edu
4. VACANT   Please email any recommendations to aswu@woodbury.edu

12:15PM - 12:25PM   Executive Board Reports
1. Alexandra Holguin, President   alex.holguin@woodbury.edu
    a. Thank you everyone for voting on the OAC legislation changes. All changes passed later this week you can find the revised document on the website for everyone's reference. I will

post on the president and treasurer group me when this change is reflected on the website.
   b. We are still actively looking for senators, interns, project managers, and a secretary if you know anyone that is interested please refer them to our applications tab on our website or one of us.
   c. I've had a lot of people come to me for OAC requests and changes they want to request bennet is the chair of OAC so please direct any OAC questions to him. Thank you
   d. Lastly thank you to everyone that came out to support today's meeting we really appreciate your presence.

2. William Garcia, Executive VP   william.garcia@woodbury.edu
   a. Goodmorning everyone, I hope school is going well. As for my report, I have finally gotten a stop clock for assembly meetings so that we can make sure our meetings are a bit more organized
   b. Second, I need everyone's contact information to be updated due to the new woodbury.edu emails. The survey to fill out your new contact information was in the email sent from ASWU in regards to OAC changes, please fill this survey out as soon as possible
   c. And finally, I would like to introduce everyone to the Fall 2017 intens, would the interns please stand up and wave to assembly. We still have applications open for anyone that would like to apply or if you know anyone that may be interested. Please visit the ASWU website for applications.

3. Bennet Cariaga, VP of Finance   bennet.cariaga@woodbury.edu
   a. Hello everyone! I hope your weekend went well. In the past week, OAC transfers were submitted to the business office. They should have been reflected in your respective student org accounts. If you do not see any OAC funding, please let me know immediately, so we can ensure that there are no problems leading up to your events this semester.
      i. I am working to send out a list of all OAC events to everyone, however, some events have times that have yet to be determined. I will be reaching out to student orgs that have events where the timing is not set in stone.
      ii. Speaking of event timing: if you have to reschedule an OAC event to a different date/time, you will have to email me. This does not guarantee a change, as it still needs to be approved by the executive board.
      iii. Contracts - Since new OAC guidelines have been passed, I will have to issue new contracts. Please have them signed and submitted to the ASWU box in the SORC, located in the Whitten Center by next week Wednesday, September 27.
      iv. Reconciliations - I am working on updating the reconciliation process due to the changes in the OAC guidelines. You will see an email message regarding that soon. In the meantime, please save your receipts. Have a digital copy of them as well. Thank you.

4. Marta Huo, VP of Student Orgs   marta.huo@woodbury.edu
   a. Hi everyone, just wanted to remind you all to start submitting FREAs for the events that were approved from OAC if you haven't.
   b. Also Michelle Sidney wanted to reinforce that printing codes are only allowed for club related activities. Michelle can see everything that is printed from the machines. Also the president and the treasurer are held responsible for the printing codes.
   c. On 9/19/17, at the main quad, visit the constitution day will take place from 11:30-1PM. You can come to register to vote and there will be games and snacks.
   d. Lastly, if any orgs that are struggling to recruit, feel free to come talk to me and I can provide recruitment events ideas or anything else that is needed. Thank you

5. Adam Ramirez, VP of Marketing   adam.ramirez@woodbury.edu
   a. Hey everyone, to reiterate what Marta said, start submitting your FREA's and flyers in the same email now to Sarah that way your event is approved and ready way before the events date.

  b. By the way, you will all be getting an email in the next couple of days with the due date for your FREA and flyer, that is 2 weeks before your event. If not submitted before that due date, you will get fined.

6. Autumn Davis, VP of Student Life   autumn.davis@woodbury.edu
  a. Thanks for turning in intern applications! I'll be reaching out to everyone who applied shortly.
  b. PPDV Students will be here next week. I will be sending out an email with guidelines tonight. Please plan accordingly.
  c. CAB movie night is 9/27, we will be screening Clueless on the main quad!

12:25PM - 12:30PM   **Advisor Report**

1. Mauro Diaz   mauro.diaz@woodbury.edu
  a. Welcome, it is good to see so many additional faces
  b. Introduction- Mauro is the Dean of Students. Please feel free to ask Mauro for help should you need any.
  c. Due to the fires, we have an increased number of wildlife on campus
    i. Mauro has emailed students in regards to interaction with wild animals.
    ii. The are wild animals, not disney animals. DO NOT INTERACT WITH THESE ANIMALS.
    iii. They are hungry, and do not have a home. Please report them to security if seen.
    iv. Animals tend to be on campus early morning and at night.
  d. Questions or concerns in regards to classes:
    i. Use starfish to raise your hand electronically if you have concerns about any students.
    ii. You can voice concerns for yourself and classmates for anything that is interrupting your academic success.
  e. Announcement from Sarah Tracy-
    i. If any students would like to make some extra money and be on a movie, email FREA@woodbury.edu for more informaiton.

12:30PM - 1:15PM   **Guest Speaker:** Members of Website Committee:Erik Greeny, Sue Vessella, Jamie Brown, & Rebekah Albrecht

1. Website Use & Features
  a. Before designing the website, students, faculty, and alumni were surveyed about the previous website:
    i. There was backlash on navigation.
    ii. Prospective students and parents of prospective students also complained, saying that we were giving misleading information because of how difficult it was to navigate through the website.
    iii. Want to make it easy to find student information:
      1. Made a faculty/staff and student dropdown for information that you might need.
        a. Easy to find making complex, library, etc.
        b. These lead you to pages on the portal.
      2. This is located at the top of the website.
    iv. This website is almost a year old, there are phases that are planned to take place.
    v. Looking at an alternative to a portal
      1. Would like feedback on the portal, right now it looks like it is less useful
      2. Will possibly archive everything on the portal and start from scratch
        a. This will not happen for a while.
  b. Questions from/for Sue regarding portal-
    i. Links that are on the portal are not often used because it is difficult to find what I'm looking for
      1. Examples- it was hard to find the parking permits

      ii.   Portal is outdated, there are things that are irrelevant, or things on the portal that don't exist anymore. Very outdated with its information
1. What kind of information are you looking for?
2. Looking for different types of information.

     iii.   Hard to find writing center:
1. Can find writing center through University website's student dropdown.

     iv.   Student tab was not on the portal for a while.

     v.   Ton of outdated information:
1. Faculty members
2. ASWU applications
3. No owners of pages/ content associated with information
   a. Owners are responsible for updating information yearly
   b. There are no specified owners responsible for information updates, or rather, there are but when faculty changes often people don't know their responsibilities to update

     vi.   As portal currently stands, portal is not very useful
1. People search up the links they want to go to instead of clicking through links on portal
2. Would help if there was a live feed to display events going on, and any changes going
3. Resource page would help
   a. Ex- where to find wood, foam, etc. off campus

     vii. Broken links on portal, but theoretically you should be able to find links easily

    viii. Calendar for campus
1. What time does woody's close/open
2. When does winter break start

     ix.   Website is not functional, needs a system to make the website more functional

     x.   Will not be getting rid of portal links
1. Concern for portal + website
2. Website and portal are not cohesive
   a. Website is more visually pleasing, portal links look ugly
3. Tell Alex if there is anything that needs to be changed to the website so she can then email that to Sue.

     xi.   Moodle-
1. Have to log in twice, once for moodle. Second for self services
   a. Waiting for IT to configure this to fix this
   b. Can possibly talk to Eric Wang about having ONE website log in

     xii. Have a section where students can write their own articles (to be approved)
1. Phase 2 is having a blog page for students to contribute to

    xiii. Housing information
1. Finding information about specifics in housing such as finding out your roommate
2. We have an outdated system for housing, not a website or portal concern. But it is looking to be updated.

    xiv. Would like a survey about the portal, their experiences with the portal, how it can be improved

  c.   Back to woodbury.edu website
     i.   Two ways into directory
1. You can filter what you are looking for
2. Showed how to find faculty
3. Also may be a way to connect newsfeed on to the portal

     ii.   News-
1. Read more news
2. This is the place where you can find newsfeeds relevant to Woodbury

   iii. The website committee is in the process of evaluating what they put in last November
     1. You are likely to see changes coming up

2. Purple Color
  a. Wouldn't want to graduate having bought all green Woodbury attire and come back to all purple. Feel like a loss of identity
  b. Why purple?
    i. So this was a recommendation of the web designers
      1. Wanted to have individual colors for each school
      2. Really colorful palette for school
      3. Green was competing with all the other colors because they wanted darker colors
      4. Dropped "W" logo without an identity
        a. Top priority was fixing website
      5. Don't know that this color will be permanent
    ii. Website developer changed color, and that changed schools color, shouldn't it be the other way around?
      1. We were originally blue
      2. Been green, teal, black, gold
    iii. Why would the green that we had contradict these colors?
    iv. Why should the color of the website affect the color of the school's branding ?
    v. If we switched colors so many times, why switch again?
    vi. No need to renovate our brand, just back it up instead of changing it up
    vii. Show of hand who wants green back
      1. Most of the room about 90%
    viii. A conversation can be had during committee meeting
      1. Happy to bring this information to the committee
      2. Alex sits on the website committee
    ix. Updated results on ASWU survey regarding the colors
      1. Alumni Survey
        a. 72 Responses
        b. 90.3% Do not like the color change (63)
        c. 5.6% Like the change (5)
        d. 4.1% Other (4)
      2. Student Survey
        a. 73 Responses
        b. 74% Do not like the color change (54)
        c. 13.7% Like the change (10)
        d. 12.3 % Other (9)
      3. These statistics will be sent to committee
    x. From a financial point of view, was there already a budget put aside to rebrand?
      1. There is no budget for that
      2. Meaning we are breaking even (President's words) WITHOUT rebranding colors on campus
      3. 2 colors max, to compliment one another
        a. Too many colors when there is a different color for every school
        b. Gets confusing
        c. Colors help to locate things within certain majors/ schools
          i. From a navigation standpoint, this is a great decision
    xi. Woodbury has gone through multiple changes
      1. After so many changes, what is different this time?
      2. There wasn't a voting system, this is the first time students have voiced concerns for color changes

                3.   Before it was changed through representatives

xii.   Love the idea of the different colors for schools

      1.   Implement this color pallette within the home page of the website

      2.   This is agreed

          a.   Vision- keeping the same logo

          b.   Changing color scheme within the exact same logo

          c.   Make logo appealing to business student AND appealing to graphic design student

          d.   Idea comes from city of Melbourne logo

          e.   It's hard for the School of Business students to identify with a similar logo as say and Animation student would thats why the city of melbourne example logo would work well for this.

          f.   Would punch the green value deeper

               i.   Has not been discussed enough yet

               ii.   Not sure if this will happen yet

               iii.   Is a vision of Sue's has not come to light yet.

xiii.   They were in such a hurry to change the website that they did this backwards

      1.   It was SO BAD

      2.   Had parents calling, screaming saying that we were trying to rip them off because it is so hard to find tuition cost

      3.   Website is our biggest outfacing outlet we have

xiv.   All that purple was taken from home page, and put onto the rest of the website

xv.   The colors and how they represent the schools, this is confusing

      1.   Kind of pink, kind of red

      2.   Would that make architecture students purple AND red.

      3.   There would be some things you would have as the over all Woodbury color

      4.   And some things that represent just your school

xvi.   Website committee student participation

      1.   As of right now, President of ASWU attends meetings

      2.   It is committee driving the boat, not students

          a.   Once actions are taken, students will be surveyed and involved more as of right now the committee is already too large.

xvii.   Woodbury is offset, its on the mountainside, studying is peaceful

      1.   Think of the school and think of green

      2.   Woodbury is our nook on the outskirts of Los Angeles

xviii.   Reasons why people came to woodbury asked around the room:

      1.   Size, location, program, environment, beauty of the campus, safety, financial aid are the main answers

      2.   Knowing who is teaching me is a very big factor

      3.   Navigation is a lot better

xix.   The purple is dark, not the same as what is on the printed material.

xx.   Purple is associated to royal, which does not resonate with Woodbury's identity as a community environment as well as the location based on color theory purple does not make senses for Woodbury green does.

      1.   Students come for many reasons but stay for community.

xxi.   Green associated with money and professionalism

xxii.   Woodbury has a location out of the city

xxiii.   How did you find woodbury

      1.   Most answers were as follows: College fair, google, recommendation, drove by, email, alumni, website, college ranking, only school in common app haven't heard of, phone call

      2.   Most students identified with a recommendation.

1:15PM - 1:25PM   Open Forum

1. If you have anything that was not addressed, please submit an anonymous comment into the Comment Box right outside in the hallway, in the pool house, or via our virtual comment box on our website aswu.woodbury.edu.

1:25PM   Next Meeting
1. Monday, September 25, 2017, 12:00PM-1:25PM, Fletcher Jones Auditorium

Meeting adjourned 1:24pm