Cabinet + Operations Meeting Minutes

November 1, 2018 7:00PM in Maseeh Media Room

Agenda

7:05 - 7:15 Rose, Thorn, Buds

Something that went well in the last two weeks, something that didn't go well, and something you're looking forward to :)

7:15 - 7:45 UA Survey Best Practices

Jon Schwarz from Institutional Research talking about common pitfalls he sees when advising student groups who want to send out surveys.

- Please read the UA draft guidelines here: https://docs.google.com/document/d/1ZgOiMQE9JYCVNFNniEBpNwPHMvtA6yLNZhtC_jLvnCY/edit?usp=sharing

Questions to consider:

- Do we want to limit the number of UA-run surveys a semester?
- Are we allowed to pool data over surveys to track answers over time?
- Do we want to share data with admin?

7:45 - 7:50   Committee Updates

Please fill out your committee updates in the table below!

7:50 - 7:55   Upcoming Events & Open Discussion

- ~Boba + Movie night November 2nd~
- UA Council Meeting November 7th 7:30-9pm W20-400
- Cabinet Meeting November 15th 7-8pm location TBD

Attendance + Committee Updates

Committee & Chairs	Committee Updates	Present?
Alumni Affairs Grace Hsu / Michelle Menkiti	Had first committee meeting. Sent out form for members to do regarding interest in certain projects. First better world panel this weekend Nov 3.	x
Campus Planning Jen Fox & Alex Boccon-Gibod	Had first committee-wide meeting. Gauged interest and identified 4 key projects with dedicated, assigned teams: Social Spaces, Outdoor Spaces, Signage/Maps, Public/Student Art	
Community Service Aaron Robles / Lucy Liao	Got lots of contacts - we have sorority, fraternity,and dorm community service representative contact information now Setting up social media presence - We want to get more dorm liaisons to help plan a campus-wide community service event	x
Education Jingwei Ma / Daiyao Zhang	-Opened up student-faculty dinners, put up posters made by UA marketing -We are currently planning a discussion forum for grade transparency. Will happen late in November -New members met with Tami Kaplan for violations	x
Events Alby Joseph / Alice Zhang	Just wrapped up Fall Study Break yesterday. The event was a lot of fun, and well-received by MIT undergrads! People really enjoy the quick snacks and apple cider. We also got some feedback from students through UA Involvement. Currently planning Tech Twinkles and working on SpringFEST survey.	x

Finboard Bamlak Gessessew		
Innovation Malte Ahrens *(Kaila Pfrang representing)*	**Team internal:** project teams created, members have chosen their projects for the semester; new members have been assigned mentors; Chair has met with 22 from 30 new members one-on-one to discuss goals and how the committee can serve them **Arts:** hanging of student art in Compton underway **betterMIT:** planning underway for Spring '19 programming with UA Technology **Compton ("Banana lounge"):** deal with new banana supplier (*CA Produce/Yell-O-Glow*) in progress (7% cheaper; better quality; and with delivery included); more plants en route; finalizing daily cleaning routine with *MIT Recycling* and *MIT Facilities*; sleep and meditation study breaks coming up with *MIT Medical* and *Mind Hand Heart*; stress-relieving toys add (donated by *Mind Hand Heart*); hit 25,000 bananas delivered on Sunday 10/28 **Food:** Life Alive stepped out of the pilot program to bring better food to campus (too many orders for them to handle); are reaching out to other vendors **Space of quiet:** under development with the *Office of Religious, Spiritual, & Ethical Life*. Survey and student outreach later in November **Social space:** met with MIT Corporation; Associate Provost Krystyn Van Vliet *A number of other projects are also underway but still being defined. To be detailed in the November report*	x
Involvement Ben Kaplan/Lily Huo	Study Break assistance. Boba + Movie tomorrow. Hashing out initiatives tn + devp actionables for rest of semester (skipped	x

	last week's meeting cus of Freshman exam conflicts)	
Marketing Clare Liu	Completed marketing requests for UA Alumni Affairs, UA Education, and UA Officers. Working on door signs & UA Events' request (Tech Twinkles).	
Public Affairs Ashti Shah / Grace Chuan	Meeting with members of FSILG to talk about MIT students' relationship with Boston City Council Working with Ethan from SAO to purchase Facebook ad space Reaching out to Cambridge City public school teachers to better understand the STEM needs in their school system Worked on developing informational material on voting in the midterm elections - EVERYONE, PLEASE PLEASE PLEASE VOTE!!!!!	
Sustainability Avital Baral / Rebecca Grekin	–Meeting with MIT Office of Sustainability to plan a campus sustainability tour –Sending 8 people to Students For Zero Waste conference in Philadelphia this weekend –Had GBM at MIT ESI Office –Trashion planning underway (venue, designers picked, sponsors/fundraising) –Special Projects working on community garden proposal –planning alumni sustainability panel with PKG	x
Student Support & Wellness Sophia McGowan / Andie Maloney		
Tea with Teachers Emily Chen	- Getting new members onboarded - Meeting with MIT Video Productions to train students professionally	x
Technology	- Developing Thrive@MIT (previously	x

| Yaateh Richardson

(Anurag) | known as UA App Store)
- Redesigning the project to better suit our vision
- BetterMIT Makeathon planning and joint meeting with Incomm will be happening this week or next.
- | |

Minutes

Jon Schwarz from Institutional Research
- Academic Climate survey came out today! That's the closest thing to a project being due for me.
- When you think you have a question, please come to IR! to see if the question was already answered (i.e. public data or analysis from data we have)
- Institutional Research does surveys with other schools, share anonymized data to see how we compare
- Transportation survey went out, used to improve shuttles, so please do that!

Things we can look over:
- Questions you have generated
- Iterative process, going over sampling strategy, communication strategy

Partitioned server: only UA officers, Jon, and IT person in IR can access that server
- If you administer a survey, can pull down and extract survey file, etc.

Survey fatigue
- People getting too tired of doing surveys because of quantity and length
- Coordinate with different committees

CITI training: if IR helps you administer a survey
- Consent language, if someone clicks on the link they'll see a description of what the survey is about and what they'll do with the data
- If students are analyzing the data, you need to say that students on the committee are analyzing the data and will report results in aggregate form
- CITI training teaches you about ethics of research, you need to be CITI

trained before looking at data that IR administers
- Highly recommended that you go through the training before doing your own
- No one who was part of the population can analyze IR administered survey data

Alby: UA Events has done surveys for interest for Springfest, try to find out what genre of music students want. This year we're planning on putting artists in our range on the survey. Are you required to release survey results?
- No. To show our appreciation IR shows results, but there might be compelling results you don't. Ex. sexual assault survey might have different policy for sharing out information because sensitive.
- Never have a question that's just about an individual, don't make that data public if it is about a specific person.

Kaila: Thinking about what kind of food students want. Sent a paper survey in lounge. What's the best approach for getting student opinion on food?
- Thematically on styles and cuisines. People want variety, quality, convenience from our dining survey.
- Can now focus on what variety means, specific dishes, styles, etc.
- There's a 10% dining sample survey every month happening right now from Mark Hayes, then next spring or fall they're doing a comprehensive data survey. Reach out to him!

Assessment survey ('how was this program / what did you think about this event'), using bitly or QR code, happy to help you with those, and we also do attitudinal survey with a consent agreement because it asks about feelings not experience.

How to get students to do surveys?
- Incentives are a thing. TechCash is easy to distribute for all respondents or a raffle.
- A compelling story helps, what the objectives might be

You can ask about demographics, etc. IR tries to ask about all the anticipated cuts of the data, would rather you tell us than us finding that somewhere else.
- Minimum row or column total of 5, if fewer we'll omit or combine with other data

- Be careful about how small you slice, ex. If you know a person's year, gender, and major you could identify them for smaller departments
- We're moving toward 15 or 20 for public reports. Usually 5 is sufficient for privacy is sufficient.

Alby: timeline?
- Depends on timeline. Have had 1 week turnarounds, for a 5 question survey, people weren't going to access the data, and fine with just summary report.
- Another student group we worked for 3 months, asked 70 questions, had iterative refining process, went through CITI training.
- Please don't wait until the last minute!

Community Service
- Got contacts for every frat and sorority (that has one), contacts for half the dorms that have them, organizing an event before the end of the semester to organize events for their living communities
- Could recruit for dorms that don't have one

Tea With Teachers
- What would make it more appealing to you?
- High profile people, if you do something with the professors, entertainment value, Jimmy Fallon esque, or Vanity Fair, concept of clickbait
- Stream episodes on TV, live-showing with panel of professors

Technology
- Calling out app thrive@mit, add some new features to the app

Events
- Fall study break yesterday! People really liked it, huge line, nice to say hi to everyone while giving them munchkins

Alumni Affairs
- MIT Better World Alumni Panel Series first event this Saturday, and then another one early December
- Had our first meeting last week, narrowed down areas to focus on, will think about project plans

Involvement
- UA Boba + Movie night tomorrow in 4-231 Incredibles 2, 7pm tomorrow

Education
- Student faculty dinners is open
- Planning a discussion forum for grade transparency for november
- Violations members got situated with Tammy

Sustain
- Meeting with office of sustainability for an on-campus tour of sustainability related things
- Sending 8 people to Philly, had GBM, Trashion is November 30th

Innovation
- Working with UA tech on BetterMIT hackathon, etc.
- First installation of student artwork into Compton, will keep doing that throughout the semester
- Switched banana suppliers