

MEMBERS:

Chair: [Aaron Clark-Melcher](#), Northeastern University

Chair: [Debbie Gronback](#), Harvard University

Members: Greg Chick, Emerson College
 Michelle Clifton, Babson College
 Veronica Griffiths, Job Search
 Gail Holt, Amherst College
 Jeffrey Megargell
 Robert Picariello, Northeastern University
 Julie Wickstrom, Boston University

PURPOSE:

The purpose of the Technology Committee is to provide technical resources to the Association by fostering and supporting the technical initiatives of MASFAA's administration as well as supporting electronic services for the MASFAA membership. The Committee will also make recommendations for improvement of the electronic services.

2012-2013 OBJECTIVES:

1. Maintain and update content on the MASFAA website while working with the outside web developer, Noetic Harbor, as necessary. Website updates include posting executive council minutes, news, upcoming events, photo albums, job opportunities, committee reports and updates, and maintaining the calendar.
2. Coordinate and support on-line conference and other event registration, membership and voting.
3. Respond to support@masfaa.org emails in a timely manner.
4. Update and maintain Policy and Procedure manual for the Technology Committee.
5. Assign tech liaisons to each committee to assist with technology needs.
6. Continue to look at new technologies for MASFAA, especially cloud storage.
7. Recruit more volunteers to the Technology Committee for long-term growth and support of the MASFAA website and technological needs.

2012-2013 MASFAA GOALS:

- Advance the Art and Science of our Profession
 - with students, families, on and off-campus colleagues, faculty and administration, elected and governmental officials
- Increase engagement of members
- Continued commitment to high quality, cost effective training and professional development
- Update the Association's Strategic Plan

MONTHLY REPORT: MAY 2013



MONTHLY REPORT: APRIL 2013

- ◆ *Did not meet*
 - **Items completed and in progress:**
 - Twitter and Facebook followers up 20% since last month
 - AID and Early Awareness webpages have had updates
 - Job postings regularly updated
 - Added "Save the Date" for year-end event to MASFAA homepage
 - Added congratulatory message to Eileen O'Leary to MASFAA homepage
 - **Items on the "To-do List"**
 - Draft FAQ page to have MASFAA Council review it before sending it to Noetic (review /vote at May meeting?)
 - Continue to update the website with committee information, calendar items, events and news.
 - Continue to develop Technology Committee Policies & Procedures document (complete a draft of the full document by year end)
- **Next meeting:** May 1st

MONTHLY REPORT: MARCH 2013

- ◆ *Did not meet*
 - **Items completed and in progress:**
 - One of our newer members, Jeffrey Megargell, has become our social media guru.
 - He is adding content every day or so to the MASFAA FaceBook page. "Likes" have increased to 104 – please "Like" from the MASFAA homepage.
 - He created a MASFAA Twitter account and is cross-posting from FaceBook
 - Was added as a manager of MASFAA's LinkedIn group
 - Had Noetic change the FAFSA Day link on the Committee's page
 - Closed School Type Survey and sent results to Iris

- Posted link to EASFAA conference registration under “Upcoming Events” on homepage
- **Items on the “To-do List”**
 - Draft FAQ page to have MASFAA Council review it before sending it to Noetic (review /vote at May meeting?)
 - Continue to update the website with committee information, calendar items, events and news.
 - Continue to develop Technology Committee Policies & Procedures document (complete a draft of the full document by year end)
- **Next meeting:** TBD-Conference call in March or April

MONTHLY REPORT: FEBRUARY 2013

◆ *January 28, 2013 (Aaron & Debbie)*

February 5, 2013 (full committee meeting)

- **Items completed and in progress:**
 - Posted November & December Council Meeting minutes to website
 - Continued to add users to the Google Drive documents folders
 - Assisted GPCC with Symposium event form
 - Asked Noetic to edit language on volunteering for a committee page
 - Asked Noetic to create a new email address: membership@masfaa.org
 - Asked Noetic to edit the footer on MASFAA webpages to include new membership email address and list serv administrative email address (list-owner@masfaa.org)
 - Asked Noetic for assistance with alignment of survey to membership re: school type
- **Items on the “To-do List”**
 - Draft FAQ page to have MASFAA Council review it before sending it to Noetic
 - Continue to update the website with committee information, calendar items, events and news.
 - Continue to develop Technology Committee Policies & Procedures document
- **Next Meeting:** TBD-Conference call March or April

MONTHLY REPORT: JANUARY 2013

◆ *Did not meet*

- **Items completed and in progress:**
 - Posted election results to “Latest News” on MASFAA homepage
 - Posted FAFSA Day announcement to “Latest News” on MASFAA homepage
 - Had Noetic change the FAFSA Day logo and link, and relocate it to a more prominent location on the MASFAA homepage
 - Posted GPCC Symposium to “Upcoming Events”
- **Items on the “To-do List”**
 - Upload and test documents on Google Drive
 - Continue to update the website with committee information, calendar items, events and news.

- Update language on the “volunteer for a committee” form, letting volunteers know they may be contacted by all committees they indicate an interest in. But they don’t need to commit to all committees when contacted.
- Make the MASFAA website more mobile-friendly (sidebar navigation is difficult to use on a smart phone or tablet).
- Develop an FAQ page for the MASFAA website.
- Continue to develop Technology Committee Policies & Procedures document
- **Next Meeting: TBD**

MONTHLY REPORT: DECEMBER 2012

◆ *Did not meet*

- **Items completed and in progress:**
 - Assisted Conference Committee with technology-related conference details
 - Created and opened conference evaluation
 - Created conference photo album
 - Voting went live at the conference
 - Worked with Early Awareness & Outreach and Noetic to create a new webpage on the EA&O pages
 - Continued work on Just the FACTS! (website, registration, list servs)
 - Posted Communications Committee Policies & Procedures, replacing both Archives and Public Relations Policies & Procedures documents
 - Began drafting questions for new MASFAA FAQ webpage
- **Items on the “To-Do” List:**
 - Continue to update the website with committee information, calendar items, events and news.
 - Continue work on Cloud storage using Google Drive
 - Update language on the “volunteer for a committee” form letting volunteers know they may be contacted by all committees they indicate an interest in. But they don’t need to commit to all committees when contacted.
 - Make the MASFAA website more mobile-friendly (sidebar navigation is difficult to use on a smart phone or tablet).
 - Continue to develop Technology Committee Policies & Procedures document
- **Next Meeting: TBD**

MONTHLY REPORT: NOVEMBER 2012

◆ *October 23, 2012, Conference Call*

- **Items completed and in progress:**
 - Sent list of Technology Committee Liaisons to MASFAA Council members, asking them to contact their liaison with webpage updates.
 - Created documentation on how to log in to and use the MASFAA Admin website for Membership, Conference, Early Awareness & Outreach, and Communications. Sent to those committee co-chairs.

- Continued to update Conference material-agenda, session descriptions, uploaded handouts, exhibitor information, attendees list.
- Continued work on Just the FACTS! (website, registration, list servs)
- Contacted Noetic about possibility of using MASFAA website log in as a layer of security to access documents on the Google Drive
- Working on elections and voting. Voting will go live at the Conference.
- **Items on the “To-Do” List:**
 - Take photos at Conference, and then create a photo album on the MASFAA website.
 - Continue to update the website with committee information, calendar items, events and news.
 - Continue work on Cloud storage using Google Drive
 - Update language on the “volunteer for a committee” form letting volunteers know they may be contacted by all committees they indicate an interest in. But they don’t need to commit to all committees when contacted.
 - Make the MASFAA website more mobile-friendly (sidebar navigation is difficult to use on a smart phone or tablet).
 - Develop an FAQ page for the MASFAA website.
 - Continue to develop Technology Committee Policies & Procedures document
- **Next Meeting:** Breakfast at Conference (Wednesday)

MONTHLY REPORT: OCTOBER 2012

◆ *September 19, 2012, Conference Call*

- **Items completed and in progress:**
 - Committee webpages have been updated with new committee members and objectives (if they were on the committee’s monthly report)
 - Worked with Conference Committee and Noetic to go live with conference registration, website, mobile friendly webpages, attendance reports, etc.
 - Added some links to the Early Awareness & Outreach “resources”
 - Began work on Just the FACTS!, setting up the trainer list serv, and registration page
 - **Financial Aid Day** was added to the calendar
 - Researching cloud storage options for MASFAA archives and forms bank
 - Worked with Noetic to create a separate user IDs and passwords to access reports on volunteers for committees, Carnivals of Learning and FAFSA Day, and for Membership Committee members
 - Worked with Noetic to create a new tiered approach to security levels for the MASFAA Admin website. Have assigned a category for the Conference Committee.
 - Had Noetic add text to Membership renewal page asking members currently on a committee to complete the volunteer form
 - Added more sections to the Technology Committee Policies & Procedures document
 - Assigned Liaisons to Committees and Tasks
- **Items on the “To-Do” List:**
 - Update committee webpages (members, objectives not yet updated)
 - Create a FAQ page for the MASFAA website

- Continue to create more detailed documentation (policies and procedures) for our tasks (updating committee webpages, managing the calendar, classifieds, exec council info, latest news, listserv, photo albums, events, voting, support email box).
- **Next Meeting:** Conference Call, or meet at Conference

MONTHLY REPORT: SEPTEMBER 2012

◆ *Have not met yet; have been corresponding via email*

- **Items completed and in progress:**
 - Executive Council webpage has been updated with new members and most photos
 - MASFAA Council meetings for 2012-2013 were added to the calendar
 - President's Welcome Letter was posted to the website
 - Committee webpages have been updated with new co-chairs
 - Working with Conference Committee to get conference website, registration, etc. set up
 - Researching cloud storage options for MASFAA archives and forms bank
 - Working with Noetic to create a separate user ID and password to access reports on volunteers for committees, Carnivals of Learning and FAFSA Day
 - Noetic fixed the photo album issue, we can now upload photos and link them to albums
- **Items on the "To-Do" List:**
 - Assign Committee Liaisons and Tasks
 - Update committee webpages
 - Create a FAQ page for the MASFAA website
 - Continue to create more detailed documentation (policies and procedures) for our tasks (updating committee webpages, managing the calendar, classifieds, exec council info, latest news, listserv, photo albums, events, voting, support email box).
- **Next Meeting:** Conference Call, September 19th