

MEMBERS:

Chairs:

Michael Albano, Massachusetts Institute of Technology

Amy Stewart, Salem State University

Members:

Greg Chick, Emerson College

Aaron Clark-Melcher, Harvard Divinity School

Michelle Clifton, Babson College

Keith Dimalanta, Northeastern University

Veronica Griffiths, Job Search

Debbie Gronback, Harvard University

Gail Holt, Amherst College

Jeffrey Megargell, Higher Education Assistance Group

Rob 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.

2013-2014 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.

7. Recruit more volunteers to the Technology Committee for long-term growth and support of the MASFAA website and technological needs.

2013-2014 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
- Implement the Association's Strategic Goals for 2012 - 2015

MONTHLY REPORT: JUNE 2014



MONTHLY REPORT: MARCH/APRIL/MAY 2014

◆ *May 2, conference call*

Items completed and in progress:

- Updates to committee pages: Conference photos for new tri-chair
- Listserv
- Directory Information

• Items on the "To-Do" List:

- 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: TBD

MONTHLY REPORT: FEBRUARY 2014

◆ *No Committee Meeting This Month*

Items completed and in progress:

- Assisted President-Elect with Award Nominations
- MASFAA Ballot closed on February 4, 2014

• Items on the "To-Do" List:

- 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:** TBD

MONTHLY REPORT: DECEMBER 2013/ JANUARY 2014◆ ***No Committee Meeting This Month*****Items completed and in progress:**

- Committee webpages have been updated with new co-chairs
- Photos still needed – Alexis Fishbone
- Assisted President-Elect with Award Nominations
- Test changes sent to Noetic on issue of sector ballot for the upcoming vote for conference
- MASFAA Ballot went live on January 6, 2014
- **Items on the “To-Do” List:**
 - 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:** TBD - February

MONTHLY REPORT: NOVEMBER 2013◆ ***No Committee Meeting This Month*****Items completed and in progress:**

- Executive Council webpage has been updated with new members and all photos
- President’s Welcome Letter was posted to the website
- Updated FAFSA Day MA site removing former College Goal Sunday reference
- Committee webpages have been updated with new co-chairs
- Photos still needed – Alexis Fishbone, Darnell Stowers
- Working with Conference Committee to get conference website, registration, etc. set up
- Additional conference website updates continue and working with Noetic to make further updates to mobile conference website
- Assisted Past President with Officer Nominations
- Assisted President-Elect with Award Nominations
- Test changes sent to Noetic on issue of sector ballot for the upcoming vote for conference
- **Items on the “To-Do” List:**
 - 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:** TBD – in December

MONTHLY REPORT: OCTOBER 2013◆ ***Meeting via conference call – October 4, 2013*****Items completed and in progress:**

- Executive Council webpage has been updated with new members and all photos
- President’s Welcome Letter was posted to the website

- Updated FAFSA Day MA site removing former College Goal Sunday reference
- Committee webpages have been updated with new co-chairs
- Photos still needed – Alexis Fishbone, Darnell Stowers, Vy Callahan
- Working with Conference Committee to get conference website, registration, etc. set up
- Additional conference website updates continue and working with Noetic to make further updates to mobile conference website
- Assisted Past President with Officer Nominations
- Assisted President-Elect with Award Nominations
- Proposed changes sent to Noetic on issue of sector ballot for the upcoming vote for conference
- **Items on the “To-Do” List:**
 - 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:** TBD – in November

MONTHLY REPORT: SEPTEMBER 2013

◆ *Meeting via conference call - September 4, 2013*

Items completed and in progress:

- Executive Council webpage has been updated with new members and all photos
- MASFAA Council meetings for 2013-2014 were added to the calendar
- President’s Welcome Letter was posted to the website
- Committee webpages have been updated with new co-chairs
- Photos still needed – Kelly Morrissey, Alexis Fishbone, Darnell Stowers, Vy Callahan
- Working with Conference Committee to get conference website, registration, etc. set up
- QR Code for the website being worked on
- Membership screens updated to require membership type and sector
- Just the Facts! List servs created
- Conference website updated
- Early Awareness committee roster
- 2013-2014 Objectives and Policies & Procedures document updated
- Assisted Past President with Officer Nominations
- Assisted President-Elect with Award Nominations
- Assigned Committee Liaisons and Tasks
- **Items on the “To-Do” List:**
 - Begin work with Noetic immediately on issue of sector ballot for the upcoming vote for conference
 - 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, October 4th

MONTHLY REPORT: AUGUST 2013

◆ **August 23, 2013**

- Prior Co-Chairs (Aaron & Debbie) met with new Co-Chair (Mike) to review committee documents and review calendar