

SLAC Meeting Notes

Date: Wednesday, March 26, 2014

Time: 12:15 – 1:30

Location: Gambrell Hall, Room 5A

Attendance: (Richelle Reid has the sign in sheet)

Introductions: Susan Clark from MARCOM attended today's meeting. The meeting began with introductions of everyone in attendance.

Reports

ALR Classes – Thomas Sneed provided an update on the ALR class offerings for AY2014-2015. As of now, three classes will be offered each semester. In addition the basic ALR class offered each semester, International Law Research and Health Law Research will be offered in the fall, and Business & Tax Law Research and Technology in Legal Research will be offered in the spring. International law research will be offered in the first half of the semester, and health law will be offered the second half so that students can take both if they wish.

IT

- *New Class Offered Spring 2014* - Ben Chapman reported that he is co-teaching a class with Jennifer Romig in the Spring of 2015, "Public Legal Writing" to help students with web-based legal writing.
- *Office365 Migration* – Ben also gave an update on the completed migration to Office365. He reported that there is still a problem with logging into email remotely, but that University Technical Services is working on Microsoft to resolve the problem. A student suggested getting rid of the OWA site, but Ben reported that the entire university has not made the migration yet. Ben also told students that they can download electronic bluebooks.
- *Computer Lab* – One student (DeWitt) reported that the monitors for laptops are getting heavy use and asked if more could be set up in the lab. People are also using the monitors with tablets. With the advent of tablets, Ben asked the students if they would rather more monitors or more computer stations. Ben said that he was inclined to shrink the lab, but the students reported that use of lab computers remains heavy. One student (Ernesto) requested that one of the macs be moved to a seated station. Students also complained that the Macs are still not consistently interfacing with Pharos and printing isn't possible at this point. Students also expressed concerns about privacy with such large monitors as a possible reason for less Mac usage. Ben proposed a possible solution of creating a kiosk with one of the pc's at the standing station, just for quick use, like checking email. Students also asked if Pharos would be able to accommodate

the use of USB's being plugged directly into computers. Ben reported that Pharos doesn't operate that way and it would be impossible.

Operations

- *Facilities Improvements* – Amish Mody reported that the following facilities improvements have been completed:
 - Classrooms 1B, 1C, and 1D were painted during Spring Break.
 - There are two new external signs directed people to the Law School/Library that are more in line with University standards.
 - The desks and tables in the Student Commons have been tightened, to which students responded very positively.
 - Hydration station installation in the library is complete.
- *Safety Tips* – Amish also reminded students of safety tips as we approach finals and folks are in the building more. Never leave belongings unattended. He also pointed out the resource sheet on the inside of the two connector doors and the flat lot door, with numbers for assistance from Emory parking, Emory Saferide, taxi numbers, and police numbers.
- *Lockers* – This year for the first time returning students will be required to empty out lockers at the end of the semester. Operations will send out reminder emails as the end of the year approaches.
- *Events Planning* – Amish reminded students that Operations can help with event planning, like scheduling rooms in 25Live, signage, set-up, and parking. Operations can also help with special accommodations for guests for graduation.

Marketing Communications

- *Introduction to MARCOM* – Susan Clark introduced the students to MARCOM and its staff (herself, Donna Nall, and Katherine Hinson). MARCOM is responsible for all internal and external communication in the law school. They send out *On the Docket*, the digital weekly student newsletter, and the digital faculty/staff newsletter. Content for those are submitted via Wufoo forms. The goal of the newsletters is to keep people from being spammed by listserve emails.
- *Emails* – MARCOM will send out targeted emails for people.
- *Digital Signage* – MARCOM has been working with Operations and IT to put up digital signage all over the law school to replace posters, etc. The anticipated launch of the digital signs is this summer with signs being fully operational when students return in the fall.
- *Emory Community Site* – Susan said that MARCOM is trying to increase usage of this service by all of ELS.
- *Website* – Susan reported that MARCOM's #1 priority right now is getting the new ELS website up and running. The new website should be easier to navigate and more up-to-date. As part of the website upgrade, the ELS intranet will be going away. In its place will be links for things that use to be found on the intranet. The links will be targeted to its audience (student, faculty, staff) and will be password-protected. There will be a special student page with all the relevant links.

- *ELS Facebook Page* – Donna Nall monitors the ELS student Facebook page and tries to respond to all complaints made on it.

Questions for MARCOM from Students:

- One student asked how students and faculty can know more about what each other are doing. Susan said that faculty activities are put on the website newsfeed and that the new website should improve that process.
- Another student recommended a student poll to determine where the best locations for the new digital signage are. Susan reported that her team and Ben have been working on that. There will be a total of 8 digital signs with 47" display screens. Ben also reported that IT and MARCOM are working on placing touch panels outside of each classroom for schedules, etc. This is down the road.
- One student asked why things had to be put on the law calendar *and* in 25Live. Felicity Walsh reported that 25Live and the law calendar do not interface. Susan reminded students that all calendar items must go through MARCOM and room reservation requests must go through 25Live.
- One student (DeWitt) complained that not everything makes it into *On the Docket*. Another student (Christina) said that 3L's don't read it. The hope is that it will become institutionalized and it will be the place to go to get information. DeWitt suggested reaching out to co-curriculars and incoming co-editors/secretaries of groups.

New Business

- *Student Questions/Comments*
 - *Card Swipes* – Some students complained about the card swipe not always working and taking a few swipes to work. Several other students complained about having to swipe to get into the library. Felicity mentioned that the card swipe is probably being upgraded to an Ethernet connection instead of phone line, but reminded students they should always carry their ID's and that the use of the card swipe is a safety and security issue. Students suggested prox cards for all students. One student even went so far as to ask for fingerprint recognition.
 - *Exam hours* – The library will begin extended exam hours on March 31st to run through May 1st. During this time the library will open at 7:30am and close at 2am on most days. During the midnight – 2am slot, the library will only be open as study hall with no services available. Also students need to bring ID's because the library locks out undergrads and the public during this time.
 - *Stressbusters* – The Stressbusters return on April 14th with coffee break Monday-Friday the last week of class. Other activities, including stress management sessions, massage therapy, mediation podcasts, quiet relaxation room, and therapy dogs, will run from April 21st – April 29th. Richelle Reid asked students to think about effective ways to measure the success of Stressbusters. One student suggested loading sitcoms on iPads for students to check out during exams.

- *Exit Survey for SLAC* – Richelle will send out an exit survey for SLAC members and asked returning students to consider returning next year.
- *Congratulations:* Graduating students were recognized.

Next Meeting: This was the last meeting of SLAC for AY2013-2014.