MEMBERS:

Co-Chair: Aaron Clark-Melcher, Northeastern University
Co-Chair: Debbie Gronback, Harvard University

Members: Greg Chick, Fisher College
             Joe Eng, Sallie Mae
             Howard Freedman, Financial Aid Consulting
             Gail Holt, Mount Holyoke College
             Jeffrey Megargell, American Career Institute
             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.

2011-2012 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 mobile app for conference.

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

2011-2012 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 2012

- **Did not meet; have been corresponding by email**
  - **Items completed and in progress:**
    - Moved Conference 2011 documents/presentations to the archive section on Conference Committee Webpage
    - Had a change made so that all trainings and events are visible to everyone and then have membership requirements prevent registration (for applicable events)
    - Added a "Like us on Facebook" button on the MASFAA homepage to link to the MASFAA Facebook page
    - Asked Noetic to create a separate "Volunteer" webpage. This will combine all 3 ways that members can currently volunteer (currently, the volunteer forms for new members, renewal members and current member who want to volunteer are all different). Also asked for the member database to be expanded to collect all of the resulting information.
    - Researched how Discover Card as a potential new payment option would work on the website
    - Discovered that the photo upload process, and linking photos to albums is broken. Asked Noetic to fix.
  - **Items on the "To-Do" List:**
    - Upload photos for FAFSA Day, State House Day, Carnivals of Learning, once we can link photos to albums again.
    - Ask Noetic to create a column on the Executive Council page for dates of the member's term (that the Technology Committee can update)
    - Create an FAQ page from the MASFAA homepage
    - Have Noetic clear out votes from the voting and elections page.
    - Archiving – work with Communications
    - Technology Committee detailed documentation – review, re-organize, determine what sections still need to be written.
  - **Next Meeting:**
    - **TBD**

MONTHLY REPORT: MARCH 2012

◆ **Met on 3/6/12** *(via conference call)*
- **Items completed and in progress:**
  - All committees pages are up-to-date
  - Lost one committee member, but gained a new one
  - Two committees (AID & GRC) have no technology liaison. We will move some responsibilities around, in the meantime, AID & GRC should contact Debbie and Aaron with any website changes, calendar entries, etc.
  - Created the 2012 conference planning survey relating to preferences for the conference for next year.
  - Updated Nominations & Elections section of the *Handbook* to reflect the current electronic election process. EC needs to review and vote to accept the changes.
  - Wrote documentation for the Nominations & Elections process for Technology Committee Policies & Procedures.
- **Items on the "To-Do" List:**
  - Continue working on more detailed documentation (policies and procedures) for our tasks
  - Update Volunteer options on Volunteer link and membership renewal
  - Work on a "Contact Us" page for the website
    - membership@masfaa.org - new
    - info@masfaa.org – new
    - support@masfaa.org - existing
    - Listserv info
    - Address info
    - Link to Officers Page
- **Next Meeting:**
  - TBD – April or May – Conference Call

MONTHLY REPORT: FEBRUARY 2012

◆ **Did not meet; have been corresponding by email**
- **Items completed and in progress:**
  - Updated content on Professional Development & Training webpage
  - Updated content on Government Relations webpage
  - Updated content on AID webpage (Noetic changed name from CEED)
  - Conference survey results sent to conference chairs
  - Continued to write detailed documentation for Technology Committee (section on Voting & Elections now drafted)
  - Forwarded numerous emails to Membership, JTF and PD&T
- **Items on the "To-Do" List:**
  - Work with Noetic to create a space on the website for a forms bank
  - Follow-up on data retention for past elections, and work with Noetic to delete specified data

- Assist new sub-committee on better ways to track registrants for events, and retain data for historical purposes
- Continue working on more detailed documentation (policies and procedures) for our tasks
- Update Volunteer options on Volunteer link and membership renewal
- Work on a "Contact Us" page for the website
    - membership@masfaa.org - new
    - info@masfaa.org – new
    - support@masfaa.org - existing
    - Listserv info
    - Address info
    - Link to Officers Page
- **Next Meeting:**
    - TBD

MONTHLY REPORT: JANUARY 2012

- **Did not meet; have been corresponding by email**
    - **Items completed and in progress:**
        - Continuing to compare membership database to the listserv database, and unsubscribing people who aren't current members (except for those who were members last year and maybe just haven't paid yet for this year).
        - Just the Facts! list serv was set up, calendar and upcoming events updated on website
        - Most committee webpages and rosters are up-to-date on the website
        - Calendar and upcoming events have been updated to include FAFSA Day, Tax Workshops, Director's Summit, GPCC Symposium, PD&T workshops with dates TBD.
        - Worked with Noetic to make changes from the name College Goal Sunday to FAFSA Day Massachusetts on website, and re-arrange placement of text on that webpage
        - Asked Noetic to change the name CEED to AID on website
        - Forwarded numerous emails to Membership, JTF and PD&T
        - Lost 2 committee members and will need to re-assign committee liaison work
    - **Items on the "To-Do" List:**
        - Work with Noetic to create a space on the website for a forms bank
        - Follow-up on data retention for past elections, and work with Noetic to delete specified data
        - Assist new sub-committee on better ways to track registrants for events, and retain data for historical purposes
        - Create a FAQ page for the MASFAA website?
        - Continue working on more detailed documentation (policies and procedures) for our tasks
        - Update Volunteer options on Volunteer link and membership renewal
        - Work on a "Contact Us" page for the website
            - membership@masfaa.org - new
            - info@masfaa.org – new

- support@masfaa.org - existing
- Listserv info
- Address info
- Link to Officers Page
- **Next Meeting:**
    - TBD

MONTHLY REPORT: NOVEMBER 2011

- ◆ **Met on 12/5/11** *(via conference call)*
    - **Items completed and in progress:**
        - Noetic Harbor (our web developers) moved the website to a new host. We experienced a number of problems, but we think all have been resolved.
        - Provided a list of active members to one of the tri-chairs of the FAFSA Day MA (aka CGS) Committee, Joanne Dashiell. Joanne emailed the group requesting volunteers for FAFSA Day MA.
        - Comparing membership database to the listserv database, and unsubscribing people who aren't current members (except for those who were members last year and maybe just haven't paid yet for this year). There is no way to automatically update the listserv for people who are not part of the active membership database. The listserv database is completely separate. Initially there were approximately 1200 people on the listserv and only approximately 700 active members for 11-12.
        - Posted new MASFAA RFI Template to the Government Relations webpage.
        - Worked with Noetic to get NASFAA RSS Feed back up and running on MASFAA homepage.
        - Voting is closed and election results were sent to list serv by the President. We also posted the announcement to "Latest News" on MASFAA website.
        - Created survey for Conference Committee. Once survey is closed, results will be sent to the Conference Committee for review.
        - Conference presentations are available on the MASFAA website: http://masfaa.org/events/conference/conference2011/documents.php. Will be archived in January (will be available on Conference Committee webpage under "2011").
        - Working on Just the Facts! events and list serv set-up.
        - Almost done with documentation for election and voting procedures.
        - Fall Carnival of Learning was still on website as an upcoming event due to dates defaulting to 00-00-0000 (result of website move?). It was removed.
        - FAFSA Day MA events are being added to calendar.

    - **Items on the "To-Do" List:**
        - Post committee goals for other committees (still need 5-will coordinate with Secretary)
        - Discuss deleting electronic election results stored on MASFAA Admin Website with Executive Council (what to delete, timeframe), and then work with Noetic to have the decided on information deleted

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- Create a FAQ page for the MASFAA website?
- Continue working on more detailed documentation (policies and procedures) for our tasks
- Update Volunteer options on Volunteer link and membership renewal
- Work on a "Contact Us" page for the website
  - membership@masfaa.org - new
  - info@masfaa.org – new
  - support@masfaa.org - existing
  - Listserv info
  - Address info
  - Link to Officers Page

- **Next Meeting:** January conference call

MONTHLY REPORT: OCTOBER 2011

- **Met on 10/25/11** *(some in-person, some via conference call)*
  - **Items completed and in progress:**
    - Reached out to committees and began updating webpages
      - Still need to receive goals & objectives and committee rosters from most committees
    - Webpages for PD&T, Just the Facts! and Emerging Leaders have been redesigned so that JTF and EL are now sub-committees of PD&T
      - Just the Facts! information for 2011-2012 events was added
    - Carnival of Learning and PD&T events were added to the homepage
    - Mobile friendly conference "mini-site" is up and includes:
      - Agenda
      - Attendee list (link to live list)
      - Vendors
      - MASFAA full website
      - Showcase Live at Patriot Place
      - QR Code has been distributed
      - Updates to conference agenda can be made by technology committee members for real-time information
    - Worked with Noetic and treasurer to update PayPal information (Bonnie Quinn's new email address – membership confirmations listed her old one and bouncebacks were being sent)
    - Voting and elections work has begun. Candidates names have been posted and statements that we've received have been posted (but not yet visible on the website). Voting will go live during the conference.
    - Gathered information on events for last five years for strategic planning meetings (what, when, # attendees)
    - Contacted Noetic regarding NASFAA RSS feed not appearing on website
    - Have begun researching cloud storage for MASFAA documents

- Added more detailed documentation for Technology Committee Policies & Procedures
- Photo albums were created for Financial Aid Day and 2011 Conference to add photos as received for both events
- Fielded many emails to support@masfaa re: membership and conference registration

- **Items on the "To-Do" List:**
  - Create a FAQ page for the MASFAA website?
  - Continue working on more detailed documentation (policies and procedures) for our tasks
  - Work on a "Contact Us" page for the website (after most conference updates have been made)
    - membership@masfaa.org - new
    - info@masfaa.org – new
    - support@masfaa.org - existing
    - Listserv info
    - Address info
    - Link to Officers Page
- **Next Meeting:** November conference call

MONTHLY REPORT: SEPTEMBER 2011

- ◆ *Met on 9/13/2011 (some in-person, some via conference call)*
  - **Items completed and in progress:**
    - Conference Committee meetings for 2011-2012 were added to the calendar
    - Posted President's Welcome Letter to MASFAA website
    - Assigned Committee Liaisons and Tasks (See Handout)
    - Requested changes to PD&T and Just the Facts! webpages
      - Added Subcommittee Chair info for Just the Facts! and Emerging Leaders
    - Began updating committee webpages – haven't received all necessary info from most committees
      - Sent final reminder to 6 EC members without photos on the website
    - Contacted Noetic to create a mobile-friendly conference page using a QR code (agenda and meeting room map only at this time for testing). Code could be emailed to conference registrants and printed on conference material.
    - Discussed use of MASFAA Facebook page, assigned liaison to update it
      - Link/"Like Us" from MASFAA homepage once updated
    - Started working on detailed documentation for Technology Committee Policies & Procedures
    - Double checked membership of all Technology Committee Members
      - All but one are paid and we contacted that person directly
    - Listserv probe email issue resolved with Noetic
    - Conference Webpage and Registration Live
    - Nominations emails have gone out
      - Exec Council Open Positions – Christine sent email

- Created 11-12 ballot with instructions from Noetic
    - Worked with Noetic to create a more robust EASFAA Committee page
- **Items on the "To-Do" List:**
    - Create a FAQ page for the MASFAA website?
    - Continue working on mobile-friendly webpages for Conference
    - Continue working on more detailed documentation (policies and procedures) for our tasks
    - Work on a "Contact Us" page for the website (after most conference updates have been made)
        - membership@masfaa.org - new
        - info@masfaa.org – new
        - support@masfaa.org - existing
        - Listserv info
        - Address info
        - Link to Officers Page
- **Next Meeting:** October at Northeastern

MONTHLY REPORT: AUGUST 2011

- ***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
        - Executive Council meetings for 2011-2012 were added to the calendar
        - Committee webpages have been updated with new co-chairs
        - Met with Communications co-chairs to discuss the "volunteer" options (link on website sidebar; new membership; renewal membership). Will work with Noetic to make changes once conference goes live as we don't want to interfere with registration.
    - **Items on the "To-Do" List:**
        - Post President's Welcome Letter to website
        - Discuss how we can incorporate MASFAA's goals into our committee goals
        - Assign Committee Liaisons and Tasks
        - Update committee webpages
        - Possible website changes due to re-structuring of committees (Just the Facts and Emerging Leaders now part of Professional Development & Training)
        - Work with Noetic on a conference page to link to a QR code. Code could be emailed with conference registration and printed on conference material.
        - Create a FAQ page for the MASFAA website?
        - Discuss use of MASFAA Facebook page, if we continue to use it, update it
        - 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:** September 13 at Northeastern (conference call option for those who can't make it in person).