MINUTES
[SEAS CMS USER GROUP MEETING]
June, 13 2017 | 3:00pm–4:00pm

Attendees:
Holly Acito, Sarah D’Iorio, Jane Stoyle Welch, Chris Miller, Ed Sobczak, Christine Human, Kerry Collins-Gross, Andrew Schultz, James Friedman, Brittany Sandor, Noelle Matthews, Peter Murphy, Qian Chen, Katie Lengel

Topics Discussed:
Student Clubs
• We reviewed our student club template with the Office of Undergraduate Education
  o We will be adding faculty advisors to our templates in the future
  o Wording needs to be clearer in club descriptions
    ▪ Specify whether this club is for undergrads, grads or both
    ▪ Distinguish between UGSA and GSA sanctioned clubs
• We discussed whether honors societies should be included in the overall list and the consensus was yes. Undergrad will review these and deactivate inactive honor societies as needed.

Event Templates
• Holly showed our newly developed Event Templates. Two templates have been drafted and we would love your input on each. Please email feedback to hollyaci@buffalo.edu.
  o Conference Template: A true landing page meant for full one-column pages for large-scale events and conferences. The template features customizable tabs to communicate things like speakers, travel, things-to-do, etc.
  o Simple Event Template: A splash page for events that do not have a lot of logistics tied to them such as K-12 camps. This template can be used on wide-right or wide-left pages.

Other Announcements:
• The Department of Computer Science and Engineering went live with their new CMS website on June 28th
• The Department of Mechanical and Aerospace Engineering will be going live with their new CMS website on Wednesday, July 26th
• Jane, Sarah and Holly recently presented strategies for Student Clubs and our Event Templates at a DCT Solutions Group Meeting. Video of this presentation can be found at http://ubcms.buffalo.edu/training/dct-solutions-group.html. We encourage all of you to attend these meetings or watch them online. Meetings are usually held the 2nd Thursday of each month in 200G Baldy Hall.
• Our next SEAS CMS User Group meeting is on Tuesday, August 8th from 3–4pm in Firefly.

If you have other topics you would like to discuss during these meetings, please email them to Holly or Sarah! (hollyaci@buffalo.edu, sdioria@buffalo.edu)