Methods and Metrics Committee Minutes
April 28, 2022
12:50 - 1:50 – Zoom

	Members	Guests
X	Paola Barrera, ASRCC	
X	Ben Vargas, Student Services	
X	Paul Richardson, Chemistry	
X	Brandon Owashi, IE	

1. Discussed what occurred in the Leadership Councils and Student Equity Committees during their previous meetings
   a. The Student Equity Committee has two faculty co-chairs

2. ASRCC Share-out
   a. Hosted the Taste of Nations event

3. Data Coaching
   a. Continued recruitment for the cohort that starts in Summer 2022 (currently have several STEM faculty participants)
   b. Will be presenting at AACC Conference in New York on May 1

4. APlus Attendance
   a. Discussed the first draft of the user guide
      i. Add in screenshots with arrows to highlight the buttons to click and areas of the webpage to look at
      ii. Add language stating that center employees need to encourage students to log out so that accurate visit duration data can be collected and used.
      iii. Add a "tips" section

   b. Reach out to Thea Quigley and Brett Sellars regarding the following questions
      i. Currently when a student scans card to log out of a center all original visit options (and log out) appear as options. This can be confusing for the student and can lead to students not logging out.
      ii. Ask Thea what process individuals should take in order to set up a kiosk at a center
      iii. How can visit options be altered (added, deleted, etc.)?
      iv. When does the auto logout occur?