PAS committee meeting notes

10/16/26

Present

Choseed

O'Mara

Russel

Finke

Vormwald

Linton

Mitchell

Forms discussion

Using Slate for these might not be the most efficient option because the way we currently use Slate is focused on admissions. It might be viable but creating and managing new forms in the software may strain existing resources.

What we have now:

Form	Platform
Tuition & Fee Appeal Form	Next Gen Dynamic Forms
General Academic Concern Form	Next Gen Dynamic Forms
Academic Dishonesty Appeal Form	Next Gen Dynamic Forms
Final Grade Dispute Form	Next Gen Dynamic Forms
Report Discrimination or Harassment	Maxient
Title IX Violation Report Form	Maxient
Report a Violation of School Policies	Maxient
General Complaint Form	Maxient
WeCARE Reporting Form	Maxient

Are forms we currently use working for routing and tracking?

- MO says "sort of, but there are hiccups"

- If a person types in an email with a typo, form can be lost in the either until a query is made to find lost forms.
- If it is sent to wrong person, that person has to forward it to someone

Do forms we currently use allow us to do analytics easily?

- No. Refer to MO's experience using them in his role, and MC's experience gathering data for last MSCHE.

Are we using the forms we do have to their fullest extent? Are there tweaks or changes we can make to what we have now to make them work better for our needs?

- We don't know. No one on campus is currently designated as the lead on these tools. We don't know who on campus, if anyone, has the necessary expertise to solve these problems.

Potential recommendation to CLC

Designate a position or dept/office as the lead on Maxient and Dynamic Forms who can help maximize efficiency and use of the. Part of their role would be to be the expert in Maxient and Dynamic Forms.

For next time

- We will review the potential rec to CLC about a lead on current forms software
- MO will draft language to share for a formal anti-retaliation policy to be given to CLC with recommendation that it be included in official policy manual.
- SV will share what he has learned using AI analytics of qualitative data from last year