



## Shared Governance Idea Submission Form

Students and employees of Fairleigh Dickinson University can use this form to propose an idea to create a new policy or practice or revise an existing policy or practice. Fill out the form and click submit; the form will be sent to a staff member in the Office of the President, who will move it forward to the Governance Steering Council for review.

Requests for anonymity will be respected beyond the Governance Steering Council (GSC), which has to know the name of each person who proposes ideas so that the GSC can ask questions if necessary.

### Caller

Name	Zakia Clay
FDU Email address	zakiaclay@fdu.edu

### Additional Information

Your Stakeholder Body Membership (choose one)	Faculty
Your Campus Affiliation (choose one)	Florham and Metro

Title of Proposal	Centralized Communication System: 25Live Software
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Proposal	On behalf of the Council for Community Success, we respectfully submit this proposal to centralize university communication systems for consideration. We would like to accomplish this goal by prioritizing the broad integration of 25Live Software within university calendaring and webpages.
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Description of Problem the Proposal Solves or Opportunity for Improvement the Proposal Addresses:	<p>The council recommends establishing a centralized calendar and information system that consolidates all essential events information into a single, user-friendly system for the entire campus community. A unified approach will reduce redundancy, streamline administrative efforts, and enhance transparency and accessibility for students, faculty, and staff.</p> <p>The New Jersey campuses currently use 25Live software for reserving rooms and event spaces. The current process entails contacting campus specific room reservation coordinators to make the reservation request. The coordinators confirm the availability of the room or event spaces through a confirmation sent through the 25Live software. The 25Live software is not currently integrated with any of the calendaring software and webpages used throughout the university. However, there is additional functionality within the 25Live software to serve as a searchable calendar that would allow FDU to centralize calendaring processes. As an example, William Patterson University's 25Live Dashboard.</p>
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Reason for This Proposal

Across our University community, many units maintain separate event calendars and communication systems to share key dates, deadlines, and opportunities with students, faculty, and staff. While these systems were created to address individualized needs, they have resulted in fragmented and often duplicative processes that are resource-intensive and difficult to maintain. The current multiplicity of calendars and communication platforms can lead to uncertainty about where to find timely information and how to stay fully engaged in campus life, ultimately hindering cohesion and accessibility.

Is this proposal time sensitive?

No

Names of Groups You Think Should Be Consulted on This Proposal

ITAC, UPBC

Request Anonymity

No