### Meeting Notes – January 30, 2017 9:00am to 10:00am SF 329

**Communication Subcommittee of Semester Conversion**

| PRESENT | Kenrick Ali, Larry Bliss, Stephanie Hammond(for Jeff Bliss), Lindsay McCrea, Glen Perry, Maureen Scharberg |
| ABSENT  | Jeff Bliss, Mike Hedrick |
| GUESTS  | none |

#### AGENDA ITEM

**1 Updates - Lindsay McCrea - ALL**

- Lindsay opened by letting the subcommittee know that this meeting today was to catch up on items from our last meeting on January 9, 2017.
- Kenrick Ali, Student Affairs representative, attended his first meeting as a new member on the Semester Conversion Communications subcommittee.
- Stephanie Hammond represented Jeff Bliss.
- Lindsay asked for a status of the feather banners and Larry reported that he would be doing a “walk about” so feather banners should go up this week. Lindsay said she’d be happy to help.
- Lindsay circulated one of the posters that will be going up around campus. She informed the subcommittee that this was a different design using the new fonts and colors from new branding from CSUEB. She would like comments and edits from subcommittee members to take back to Ruthy Stephan for final edits. Once this is done she will forward a printable copy to Larry for printing and distribution.
- A few of the subcommittee members reviewed the poster being circulated and made comments and suggestions in verbally and in writing.
- Both Larry and Maureen agreed that this poster looks much better than the previous version.
- The Poster format of the handout that students have been getting since last fall is posted on the semester conversion website.
- Lindsay voiced her concerns and frustrations with the accessibility of the style guide. She feels the style guide is not easily assessable for people that need to use it. It’s a Catch 22—The university wants us to use the format, but makes it difficult to access. When it gets down to colors…the red gets difficult to copy. She thinks it time for the University to make this clear and more accessible to the university community.
- Lindsay gave Stephanie an example of why the style guide, in her opinion, is not easily accessible. Two issues she’d like Stephanie to report back to Jeff on are: Accessing and installing fonts and differentiation of the colors.
- Kenrick asked if the style guide has been released.
- Stephanie replied that it has been released and they are planning to send out instructions this week on how to find, access it, etc. She said they are in the process of re-doing the webpage but haven’t received new templates yet.
- The Northern California Community Colleges Counselor’s breakfast is on Friday, Feb 10, 2017. Glen and Lindsay will table at the event. Asked about handouts to take to the breakfast, something specifically for advisors.
- Maureen said no handouts for the breakfast. Larry will go over what needs to be discussed, because she’d rather them be directed to the website.
- Lindsay said we can handout the cards that direct them to the website. Keep it simple.
- Suggestion: bring laptop with opening to website.
- Newsletter: Monthly spotlight on sc. Thinking of topic for March. Any ideas…student affairs?
- Larry said there are two more IAP trainings scheduled for faculty and will continue until faculty aren't showing up anymore.
- Lindsay would like to have the information about the IAP training workshops, how many per month, the dates and how to register?
- Maureen said they can register/RSVP through Google link.
- Faculty Development workshop on Feb 8, 2017 from 12:00-1:15pm is combination of Idea Book and Strategies for Student Engagement in the Classroom.

### New Business

- There is no new business for this meeting

### Meeting Adjourned  9:40 am