Meeting Notes – Oct 23, 2017 9:00am to 9:30am SF 329
Communication Subcommittee of Semester Conversion

PRESENT	Kendrick Ali, Larry Bliss, Jesse Cantley, Mike Hedrick, Lindsay McCrea, Glen Perry, Maureen Scharberg
ABSENT	Samantha Quiambao
GUESTS	
AGENDA	Approved
MINUTES	Approved

AGENDA ITEM	
1. Updates: Freshman Resource Hunt, Alfresco, Preview Day - L. McCrea	
	• Lindsay opened the subcommittee asking if Larry B and Maureen S had any knowledge as to how many students have turned in their resource forms for the scavenger hunt. • Larry doesn't think any of them have been turned in yet, however Lindsay can email GS faculty to see she will send an email to remind faculty GO's as a reminder. • Lindsay reported that Preview day went well. • Diana Balgas and Ilana Samuels with the Transfer Students and Welcome and Prospective Student group suggested an info piece aimed at this group. What should they be doing in anticipation of transfer to Cal State East Bay.
2. New Business – Transfer Students Information Flyer – L. McCrea	
	• Lindsay discussed the transfer student's information flyer and suggested developing a one pager that says, "What can you be doing this year to set yourself up for transfer to CSU? What is now required so that the student can go back to their feeder college and see what course(s) they need to be taking. • Maureen thinks this suggestion may be a little to premature, since students are still having issues with Cal State Apply (CSA). Until CSA is done, they are struggling with it. Seems to be a huge problem. Jesse will call his contact in the chancellor's office. • Glen said no downloads for another week. They are waiting for liaison to do a major fix and will start downloading again Thursday. • Prospective students are reaching out to community colleges (CC) for support. CC are keeping track of our issues list and what we're telling students of about what they need to do. • Biggest issue is that CCGI interface is not in place. CCGI verifies the students course work, A through G which drives the calculation of their high school GPA. • The CO is sending out their own messages and we are supplementing with our own messages on our webpages, which have been updated with information on what you need before you apply. Southern Cal counselors are doing something similar. We will continue to message through the cycle. • Brief discussion on language to use to reach out to high schools and junior colleges. The Welcome center has mini scripts that can be used. • The big crunch time for students to apply is between 3:00pm and 5:00pm • Jesse thinks we should take advantage of this by extending our hours for students. • Glen recommended getting past Nov 30. Enrollment services has to start talking about the next phase. • The 2018-19 catalog is now available. Students need to be directed to the catalog because things have changed in the majority of our programs. We need to give enough information to direct students to catalog. This is aimed at transfer students, not freshman. Lindsay will draft something up and send it to Maureen for input. • Lindsay reviewed Cal Poly Pomona's main page from her lap top showing the

	countdown. This subcommittee talked about doing a countdown on our webpage for the summer. We would have to engage Jesse's group to approve something like this. • Jesse said he would look into doing a homepage if everyone was interested. Suggested just having a reminder that says we're moving to semesters and include countdown to fall 2018 and then the actual date that it starts. • Jesse will be meeting with his writers group today to discuss upcoming newsletter topics. • November: Summer plans in your program – contact Mitch Watnik and Maureen Scharberg. • No Newsletter in December • January: Countdown summer before conversion – Jan 18 Grade Forgiveness • Feb: Student Advisement – Larry • April: Fall conversion happens – video • Have all work done on semester conversion. Notes or email are when problems are identified on the DAR… quick response and solutions are great.
3. Meeting Adjourned: 9:30am	
	Meeting adjourned: 9:30