Meeting Notes – October 24, 2016 9:00am to 10:00am SF 329
Communication Subcommittee of Semester Conversion

| PRESENT | Mike Hedrick, Lindsay McCrea, Maureen Scharberg, Glen Perry |
| ABSENT  | Jeff Bliss, Larry Bliss Hendrix Erhahon India Christman-Rodriquez |
| GUESTS  | none |
| AGENDA  | Approved |
| MINUTES | Approved |

**AGENDA ITEM**

### 1 Updates - Lindsay McCrea - ALL

- Lindsay reported that Student page has gone live. However, several edits pending with the drop down box on the left. Name has been changed to Student Academic Pathways. Group would like IAP spelled out.
- India was sent a fixed flier. She reported in an email to Lindsay that flyers and brochure holders have been delivered to numerous offices that support students. There are still a number of offices to deliver flyers.
- IAP goes live Nov. 6 because the development is complete and now in testing phase.
- Feather flyers around the campus welcoming students look very good. The feather flyers were done by a student, recommended by Martin Castillo. May possibly want the student to continue. Glen is fine with this unless the student wants to get paid, if so, we will have to hire him. Group agreed Lindsay to contact Martin Castillo to confirm student availability and
- India attached the PDF of the Student information sheet for fall 2016, however it still has the incorrect information on it.
- GS visits continue. Two thirds through by end of week
- One faculty member did not want the Semester Conversion visits
- Lindsay asked Glen if he thought we’d been spending too much money and Glen replied that we hadn’t, and that much of what has been spent so far, has been on interim flyers.

### 2. New Business - All

- Lindsay asked Mike H, if he had any immediate needs? Mike replied that as far as communications, “no”, however his concerns were about the Time Modules which is on the agenda for the Director’s meeting.
- Time Modules were discussed briefly regarding, timing options, etc. Mike said he’d been hearing that Faculty are now “rethinking” University Hour and whether or not they should still have it.
- There are still 7,000 students who have not taken Title 9, per Angela’s report at the last Senate meeting.
- Maureen is concerned that we are in crisis mode in regards to students who haven’t not taken Title 9.
- Lindsay said Angela informed her that after Oct. 28 there will be a daily running of PS to remove holds for students who have completed the module. Concerns about how this will affect students who are concerned that this doesn’t fall off their “to do list”. Glen replied that although it does fall off, but sometimes is replaced with something else.
- Lindsay informed the committee that she is telling students if they take Title 9 before 9/3/16, it must be renewed this year and each subsequent fall
- Maureen discussed making departments accountable for informing students about the importance of taking Title 9
- Holds will start at the end of the week on 10/28/16.
- Lindsay asked Glen about the messaging mods. Glen replied that they’d figured out that the problem was in the configuration, but other than that, no new updates.
- Maureen informed the subcommittee that she will miss the next two meetings.

Meeting Adjourned  9:40am