Meeting Notes – March 27, 2017 9:30am to 10:00am SF 329
Communication Subcommittee of Semester Conversion

PRESENT
Kenrick Ali, Larry Bliss, Jesse Cantley, Mike Hedrick, Lindsay McCrea, Glen Perry, Maureen Scharberg

AGENDA
Approved

MINUTES
Approved

AGENDA ITEM

1 Updates - Lindsay McCrea - ALL

- Lindsay reported that the Semester Conversion website is now in production. Last week Lindsay met with Ruthie and Stephanie. Stephanie is working on test page now. Lindsay would like to invite both Ruthie and Stephanie to the next SC Communications Subcommittee meeting so that they can keep us in the loop.
- Lindsay said she is still having trouble with the big photo. She thinks it takes up a lot of space.
- Good news! Lindsay and Matt are meeting tomorrow to put up banners. Hopefully they’ll have a longer shelf life since weather is better.
- Maureen will be in the April issue of Inside Eastbay newsletter; Mary D’Aleva should be up for the June issue. Everyone we needed contact, was contacted.
- Jesse mentioned to the subcommittee that if anyone wanted to be videotaped, instead of having a written interview, that could be done quite easily. If there is a script, they also have a teleprompter than can be used.
- Lindsay suggested the videotape idea might be good for Maureen when she talks about Faculty Advisor Fellows.
- Lindsay asked Jesse if the Garvin, the Photographer would travel and take photos of the different subcommittees. She was thinking of putting a face to each of the subcommittee members. Jesse said this could be done, but suggested another location besides a conference room...maybe outside.
- Jesse reported that except for the archived pdf’s, Stephanie would have the entire website done and ready for review by the end of this week. Lindsay will send an email to both of them to come to next semester conversion communication subcommittee meeting.
- Lindsay said there were two referrals or information items to ExCom, but she needs final copies from Mike Hedrick for posting to the website.
- Larry will have an Advising table in lobby for first week of the quarter. There will be an array of stuff and will include the last of the handouts about quarter and semesters.

2. Upcoming Dates - All

- One big event this quarter is the Welcome day. Lindsay said we tabled this event last year and are likely to table again this year. The date this year is April 22, 2017.
- June will be about visit from and roundtable with Cal State University, LA and Cal State University, Bakersfield

Meeting Adjourned 9:50

March 27, 2017