Meeting Notes – April 16, 2018 9:00am to 9:30am SF 329
Communication Subcommittee of Semester Conversion

PRESENT
Larry Bliss, Jesse Cantley, Lindsay McCrea,

ABSENT
Kendrick Ali, Glen Perry, Maureen Scharberg Samantha Quiambao

AGENDA
Approved

MINUTES
Approved

AGENDA ITEM

1. Updates: Welcome Day, Internal Newsletters - L. McCrea

- Maureen volunteered to help Lindsay out on Welcome Day on Saturday, April 21, 2018. This will be semester conversion’s last tabling event.
- Welcome Day is for students being admitted for fall, including Transfer students who may have looked at the old catalog when making their decision for their major; that option may be gone and maybe they should have taken that science course in high school, etc. The push would be to please visit catalog for 18-19 to confirm choices or plan is still working.
- Jesse reported that the new platform was changed for CASS; they developed something for all the VP offices.
- Digital billboards about semester conversion are on live now and are working well.

2. New Business – Continuing Students Announcement – L. McCrae

- Larry reported that the Advising Subcommittee wants all other committees to know they will be sponsoring three all student open meetings on everything you need to know about semesters.
- The intention is to start from 0 and talk to students about the difference between quarters and semesters; how to figure semester units; what’s the issue about catalog rights; how to make logical decisions about catalog right; and when to see advisors.
- They’ve reserved multipurpose room and possibly the DC to draw residents. The meetings are scheduled for Tuesday, May 15, Wednesday, May 23, and Thursday, May 31 from 11:00am to 12:30pm
- Lindsay reported that Glen has a call out to the Administrative Support Subcommittee for specific information like what Advising is planning.
- The plan is to send out as a semester conversion announcement to all students; Lindsay suggested putting the Advising open meeting dates in that announcement
- Lindsay and Glen will meet next week to finalize.
- They would like to send out before the schedule and the registration to go live next week so input from advising subcommittee would be nice. It all should be supportive of one another.
- Larry wants to define process and determine locations before putting something out to everyone. The proposed title of these open meetings is: Everything about Semesters
- Suggestions for advertising were: Digital boards, ACE 2, and sending information to Marguerite Hinrichs to push out to social media pieces.
- Jesse also suggested talking to Jake Hornsby to get push out to CRM; he may be able to put on student Blackboard page faculty; Manuel can put on MY CSUEB page.
- Alicia will contact Glen regarding opening google document to the advising subcommittee.
- Jesse suggested to Larry that the information should done two weeks out.
- Larry will keep Jesse in the loop in order to meet deadline. Jesse will make the design and get it in heavy/extra rotation.
- This is important since it is the students’ last chance before semester conversion.

3. Meeting Adjourned: 9:30am