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

PRESENT
Larry Bliss, Mike Hedrick, Lindsay McCrea, Glen Perry,

ABSENT
Kendrick Ali, Jesse Cantley, Maureen Scharberg Samantha Quiambao

GUESTS

AGENDA
Approved

MINUTES
Approved

AGENDA ITEM

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

• Lindsay reported that Welcome day went very well and a lot of people came out. Transfer students were instructed to hit the catalog and make sure it's still what they thought it would be.
• What happened to the article about transcripts in the internal newsletter? Lindsay thought it was supposed to run in this issue.
• She also wondered if we should run one about the completion of our semester conversion, our great success, and a thank you to everyone. She will check with Jesse about this.
• The schedules are live today
• Glen explained that we would not be able to see the DAR until we matriculate the incoming class and we can’t do that until after semester conversion. This will happen at the beginning of next week. Appointments are due to go out on Wednesday (next week) and that’s when DAR should be available.
• Lindsay was concerned that students would not know what to look for
• Glen explained although the new students may not know, the continuing students will. He feels they will be fine unless they’re changing their semesters, otherwise they will be looking at the same DAR.
• Lindsay would like to get this clarified and feels it might be worth an announcement to faculty.
• Glen recommended taking the letter to students, and forward to the faculty advisors so they can see what has been sent to students and will also inform them on other things.

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

• Jesse had minor things that needed changing in the announcement to Continuing students.
• Lindsay doesn’t really like the “Rising in the East” logo at the top of the page that is going out CRM to students and continuing students.
• Larry wants to make sure that we all agree with Jesse’s change to add an “s” at the end of the name of the “Everything about Semester Workshop”. Feels it should be “Semesters”, and all agreed.
• Larry also added that in the Academic Advising section, students can’t call Aaron or Megan, so the second sentence needs to be manipulated with a phone number so it says “call advising to make an appointment with Aaron or Megan, or one of the other academic advisors.
• Aaron and Megan are the two semester conversion hires that do the IAPs which is why their names are given.
• Glen is asking Sara to make consistent “Office of Semester Conversion”, instead of “Semester Conversion Office”.
• Glen assured Lindsay that the graduate section will have the same look but explained that Sara didn’t have time to format before it went out for review.
• Glen reported that all functional areas have vetted their information and gave their ok.
They are all now signed off and should be accurate.

- Executive Sponsor meeting this afternoon will discuss CEA’s. The Provost should weigh in so we should not cancel the meeting this afternoon.
- Lindsay will draft something that would go out to faculty directing them back to FAQs. She also added a one liner to the announcement, “Student Information Guide coming in May”
- Hopefully next big announcement will come from the Executive Sponsors regarding the end of semester conversion celebration.
- Should start thinking now where location should be for final celebration.

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