Meeting Notes – September 26, 2016 9:00am to 10:00am SF 329
Communication Subcommittee of Semester Conversion

PRESENT
Jeff Bliss, Larry Bliss, Mike Hedrick, Lindsay McCrea, Maureen Scharberg, India Christman-Rodriquez, Donna Wiley

ABSENT
Hendrix Erhahon

AGENDA ITEM

1 Updates: Website - Lindsay McCrea

- Lindsay opened the meeting by informing the committee that she would be speaking to Maureen to get a clearer plan of the student page that is accessed primarily through the Semester Conversion website.
- The banner has been updated to include the “Transferring for Student Success” on the webpage. All committee members were excited and pleased to hear this information.
- Al Fresco takes place this week, Wednesday, September 28, 2016. Alicia will man the table for first three hours and Lindsay (11-12), Mike (12-1), and Glen (1-2) will provide back up.
- Student Advising page of the Website was discussed briefly between Lindsay and Maureen. Plan another consult with Ruthy Stephan.
- Maureen said Pathways would be added to the advising piece, however we are still waiting on the IAP information.
- Larry said that he would like to take a look at CSULA’s advising webpage.
- Lindsay said she’d scheduled all 70 GS visits to freshmen and transfer students here in Hayward and in Concord
- Jeff Bliss reports that the new CSUEB Webpage went live on Friday @ 5:00pm. This included new pages for the four Colleges. Other webpages will be converted over the coming AY with training to web managers in the new Cascade Ocho.
- Lindsay asked if an email had gone out to say the new webpage is live. Jeff replied that it had.
- Jeff reports that the main difference is that this one is more responsive. It squeezes to fit whatever device you are using at the time.
- Lindsay asked Jeff when would the trainings begin and Jeff replied that the trainings would start before the launch of Phase II. His team is putting together training videos, guides for your desk and other training tools. Also in the next two weeks, they are officially launching the new brand.
- Lindsay asked when they anticipate Phase II. Jeff replied that trainings should begin at the beginning of the next of the next quarter, January…but hoping it will be sooner.
- After the initial series of trainings annual training will be offered moving forward.
- Now using Cascade Ocho (A) which is a lot easier. IT team created tools to make much easier. This is a great interface.
- Jeff mentioned that the faculty have voiced concerns about where all their work would go. He said that all work would be stored in an off-site archive warehouse. Nothing will be destroyed. There will also be trainings on how to move things.

2. Updates: Flyer/Poster/IAP – L. Bliss/I. Christman-Rodriquez
• IAP process is now with the programmers
• Maureen informed committee that the first meeting of the Academic Advising committee is this Thursday, Sept. 29
• India showed the committee a chart she created, that she considered an “interim” version: 700 ADI; 700 – soft roll-out in EIC. This will be sent to Advisors, departments, etc. Would like the message conveyed that students should still start IAP process even though it is not officially rolled out yet.
• Grad student flyers have been distributed to all coordinators for grad program and grad students.
• Lindsay asked about the flags and India responded that they felt it would be better for UC communications to take care of the flyers, but it will not be until October.
• Lindsay’s thoughts were that although IAP is not ready yet, she feels it’s better to be ready to move once the IAP is ready, rather than not have it when the IAP is complete. Jeff said he understood and would work on it getting it done.
• India informed the committee that the message mod will “technically” go live September 28, then will be sent to Advisors
• Lindsay asked if Larry or anyone else on the committee could suggest Advisors that could be interviewed for the internal newsletter.
• Jeff said he asked Stephanie and she said her next topic would be ILO “Idea Book” for the October newsletter.
• Suggestion for November newsletter is the Student Handbook.
• Suggestion for December newsletter will be an update about the process of GE with Julie (tentatively).
• Lindsay said there were suggestions made by sponsors regarding the Q&A blurb about scheduling in the faculty section. Lindsay will develop and have ready for sponsors to review next week.

3. New Business: None

Meeting Adjourned 10:00am