

San Diego Miramar College  
**COMMENCEMENT SUB-COMMITTEE**  
*Meeting Minutes*

**November 10, 2015**  
**3:30-5:00 pm**  
**K-210**

- 0.0 Meeting called to order** 3:45 p.m.
  - 0.1 Chair:** *Adela Jacobson*
  - 0.2 Voting Members:** *Lou Ascione, Erica Murrietta, Kenneth Reinstein, Edith Pollack, Dana Stack, Lily Cava*
  - 0.3 Members:** *Jessica Aguilar, Lou Ascione, George Beitey, Lisa Brewster, Lily Cava, Adela Jacobson, Dane Lindsay, Carletta Middleton, Bill Pacheco, Edith Pollack, Kenneth Reinstein, Stephen Quis, Nancy Wichmann*
- 1.0 Attendance:**
  - 1.1 Present:** *Jessica Aguilar, Adela Jacobson, Carletta Middleton, Kenneth Reinstein, Steve Quis, Lisa Brewster*
  - 1.2 Absent:** *Lou Ascione, George Beitey, Dane Lindsay, Lily Cava, Dane Lindsay, Brandon Lopez, Rob Meyers, Bill Pacheco, Edith Pollack, Nancy Wichmann*
- 2.0 Commencement Web Page**
  - 2.1** Adela shared with the committee that she wants the commencement webpage loaded and working by the end of December so that it will be ready for January. Discussion with Steve about another commencement meeting in December so that Kurt Hill and Bill Smith can attend. Next meeting was set for Tuesday December 8th. Adela will send Jessica and Ken the text for the commencement webpage for registration and the commencement student speaker application to go over to make sure registration form and student speaker application is accurate. Adela will get the information to them Thursday 11/19/15.
- 3.0 Communication with Students**
  - 3.1** Lisa, Jessica and Brandon have been looking at a lot on different applications to communicate with students to get the word out regarding commencement. Their Findings: students will receive a text message giving them instructions regarding commencement. Adela asked Jessica how the registration works. Students will sign up, once signed up they will received a text with a number with a specific message, they would have to follow the instructions in the text message. Then software will ask the student's name, along with other questions. Once graduation is over Jessica will be able to purge the files. There is no cost for sending the text message. Adela suggested that they should try the pilot on the commencement sub-committee to see how it works and to confirm that this is something that the committee would like to use. Steve will place on twitter and Facebook.

#### **4.0 Commencement registration form.**

**4.1** Jessica: the website worked well, the problem is where the form is located on the website. The forms need to be located somewhere on the main screen/home page. Adela said that Liane Demeyo was stated that our voter registration information is on all of our websites. Adela went to the website to confirm this and wasn't too happy with the website, it is very difficult trying to find what you are looking for very un-user friendly. There was discussion of making it accessible to find information on commencement by having its own tab to the commencement webpage. The committee was asked to do their research so the committee can inform Kurt and Bill what they find wrong with the webpage regarding commencement. As for the information on the registration form is fine it is really the vehicle (website)

#### **5.0 Student commencement Speaker Application**

**5.1** Ken will review student commencement speaker application for any changes. The group suggests that April 5th would be a good day for students to submit their application so that they have enough time to work on their speeches. April 5th applications are due and then they will be notified on the 6th if their speech was selected to present to the committee and April 8th. Students will also be notified on April 8th that they will be the Student Commencement Speaker.

#### **6.0 Petition for Graduation Dates**

**6.1** Jessica: the last day to petition will be April 30th, if they want their name in the program the last day to petition will be March 25th. Remind students not to forget to register for commencement. Differentiate between petition to graduate is to get their diploma they don't necessarily have to walk. Register to graduate is to walk in commencement. Suggestions: make it clear to students on the website which is which. Website needs to be updated! A suggestion is made to go back to the banners where students can just click on the link of the information they need.

#### **6.0 Grad Faire**

**6.1** Adela: the purpose of Grad Faire is to promote getting the regalia, invitations, it creates a mental image for those that have not done anything for graduation, and it's a last effort to get involved students in commencement. March 8-9th Spring Fest. Grad Faire April 13-14 or April 20th-21st.

#### **7.0 Date Regalia on sale??**

**7.1** Find out from the bookstore when the regalia will go on sale so that we know what dates are better for them. First priority is April 13-14, second priority April 20th-21st.

#### **8.0 Adjournment**

**8.1** Meeting Adjourned at 4:30p.m.