



Proactive Registration: Large Group Meeting

Meeting Notes

November 10, 2016

10:30am – 11:30am, Building 9 - Room 123

- **Make changes to passport**
 - Re-arrange required stations to facilitate smooth transitions from station to station.
 - Consolidate some resources / only list resources that have confirmed to attend event.
 - Create space for “other” in the event that a program / service is represented and not on the passport.
 - Sent to Margie – thanks!

- **Programs to follow up with:**
 - BTO
 - EOPS
 - TRIO
 - Wellness Center
 - TLC
 - SparkPoint
 - Tutoring
 - Dreamers

- **Promotional Space**
 - Clubs – looking into it for next semester.
 - How to include clubs?

- **Signage**
 - Laminate signage (before 12/31) after event to preserve for future use.

- **Communication with faculty**
 - Anniqua will follow-up with those who haven’t confirmed
 - Send outlook calendar reminder to faculty
 - Create “Faculty Instructions” to handout during event (how faculty can participate and contribute to success of the event when attending the event with their class).

- **Maggie's Role**
 - Dismissal or registration support?
 - Sending A&R times when support is needed – they may be able to help, so Maggie can focus on dismissal! Other depts. can contribute as needed as well – yay!

- **Scholarship Flier**
 - We will look into the cost of having scholarship flier printed in color vs black and white.
 - If the flier is in color, we will make it more of a green color \$\$\$
 - Text on flier should be black and not grey; black stands out more.

- **Jam Support**
 - Check in with Diva about schedule of Jam support.