San Diego Miramar College

COMMENCEMENT WORK GROUP

*Meeting Minutes*

**October 9, 2018**

**3:30-4:30 pm**

**K1-209**

1. **Meeting called to order** 3:32 p.m.

**Attendance:**

* 1. **Chair*:*** *Cheryl Barnard*
	2. **Present:** Cheryl Barnard, Lou Ascione, Cheryl Barnard, George Beitey, Lily Cava,Joseph Hankinson, Sandra Marquez, Steve Quis, Kenneth Reinstein, Janee Robinson
1. **Commencement Date: Friday, May 17, 2018 at 1:00 p.m.**
	1. Cheryl informed the work group that Commencement will take place on Friday, May 17, 2018 from 1:00 – 3:00 p.m. in the Fieldhouse. This year’s ceremony may be the first to be live streamed.
2. **Meeting Dates:**
	1. Sandra shared the meeting calendar for the academic year. It was decided by the work group to cancel the January 2019 meeting.
3. **New Funding Formula and Impact on Petitions/Commencement:**

**3.1** Cheryl shared that the new state funding formula ties up to 30% of our budget to success metrics. She provided a copy the work group with a copy of the Student Success Metrics. Promoting students to petition to graduate has become more important since it will provide additional funding. The marketing changes made last year increased participation by 21%

**3.0 Student Commencement Speaker:**

**3.1** **Marketing:** Send faculty an email to have them encourage students that have a great story and are willing to share it. Janee suggested we send emails to students that have a 3.5 GPA or higher. Reach out to Carmen Jay and ask her if she could share the application with her club (PTK)

**3.2 Application:** Ken and Lisa will review and revise the application.

**3.3 Timeline:** Ken informed the work group that he needs at least 6 weeks to work with the student. Last year the auditions were held the week after Spring break. Ken will check with Lisa and confirm dates at the next meeting.

**4.0 Discussion of Staff Training (day of vs. day before)**

**4.1** Lou shared that usher training the day of Commencement worked out great.

**5.0 Marketing**

**5.1 Social Media:** The petition to graduate information has been shared on social media by Steve. A “Save the Date” email was sent out by Cheryl to the DL.

**5.2 Dates for Grad Faire:** April 17 &18

**5.3 Spring Fest**: Lily would like to request a table for the Bookstore during Spring Fest.

**6.00 Dates Student Regalia will go on Sale**

**6.1** Student regalia will go on sale starting April 9th which is 6 weeks before. Lily will confirm the date at the next meeting.

**7.00 Discussion about Deadline to march in Ceremony**

**7.1** The deadline to register to participate will remain the same as last year which is 2 weeks before the event.

**6.00 Adjournment**

**6.1** Meeting Adjourned at 4:18 p.m.