



## **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.