Minutes of Project Graduation Chairs Meeting

Sub-Committee Chairs’ Meeting
February 24, 2014
10:30 a.m. – 11:30 a.m.

Attendance:
Denise Liguori  Nestor Melendez
Jennifer Reyes  Priscilla Klymenko

1. Website

**ASSESSMENT OF INITIATIVES & IMPLEMENTATIONS**
Graduation/Commencement webpage improvements and additions were discussed.

**Action:** Nestor to contact Maria Bohn for assistance with adding
- The countdown clock
- The Final Countdown Video
- A Graduation link on the BCC Homepage

2. Synchronized and Collaborative Efforts

**PROBLEMS/FINDINGS**
Discussion and agreement took place regarding the need to have committee members attend and support all events of Project Graduation whenever possible. It was decided additional efforts will be made to coordinate programs, build upon and complement each other’s initiatives.

3. Calendar and Automated Schedules

**INITIATIVES/IMPLEMENTATIONS**
Action: Priscilla will develop a timeline of processes associated with data mining activities to include
- mining cycles
- 32 credit
- 48 credit
- Candidates in final semester

Once created, the timeline will be automated to synchronize student communications using CRI in Colleague.

4. Confirm My Graduation Link

**INITIATIVES/IMPLEMENTATIONS**
The team brainstormed the future use of the “Confirm My Graduation” link. The possibility of using the link as an interactive request for an academic progress assessment by Counselors and/or Academic Advisors was discussed. This could initiate on-line communications with students to keep them on academic track toward graduation.

**Action:** Jennifer and Priscilla will work together and pilot this with a select group of students and counselors.

5. Faculty Senate Presentation

**INITIATIVES/IMPLEMENTATIONS**
The follow-up presentation to the Faculty Senate was discussed. It was decided that the presentation that was used at the Divisional meeting would be updated for this purpose.

**Action:** Team will work on Presentation. Denise will forward the most recent version of the presentation to the team to assist with the preparation.

The Senate meeting is on March 11th at 3:50 p.m.