Meeting Minutes for Schedule Publishing Group Meeting
Wed, 9/5/18 at 1 pm – 2 pm
Fox 211 Conference Room

Attendees: Chris Dyer, Scott Ludwig, Joe McDevitt, Luis Portillo, Karen Okamoto, Doonu Barife, Kira Rehfeld

1. Reviewed Timeline.
   a. Confirmed with Max the dates for WC 2 changes.

2. Email Addresses for Mailing
   a. Chris will reach out to Lucy Trinh in IS to get student lists for mailing purposes.
      i. Students in current Term from SP / SU /FA 2018.
      ii. Students who’ve applied but not registered for same times.
   b. Scott will update Dimas delivery list and send out to the group.

3. Folgers’ Printing Order
   a. Now that printing / mailing costs are combined in Scott’s budget, he will research the original costs from last printing order including mailing.
   b. Scott will evaluate printing costs of schedules vs. postcards.
   c. Increased mailing areas to include other parts of San Jose (east side, etc.)

4. Future Changes to Schedule Layout
   a. Scott discussed there is a student work group that is analyzing the schedule to recommend changes to the next schedule (SU/FA19). Max would like to make sure there’s time for a ‘writer’ has sufficient time to revamp the schedule format/layout.

5. Dual Enrollment discussion – Joe suggested to have a ½ page ad advertising Dual Enrollment Courses/subjects at local high schools. Chris will forward list of courses/high schools to Joe who will forward info to Jefferson, graphic designer in Marketing.

6. Graduation Page – will need to be revisited.

7. Non-Credit - Chris discussed more marketing efforts to Noncredit presence. It may not affect the upcoming schedule.

8. Karen will schedule a follow up meeting after White Copy 2 goes out between 9/19 – 9/23.