



Commencement Committee Minutes

October 11, 2016

MJC East Campus

Center for Advanced Technology (CAT) 262

2:30pm-3:30pm

Present: Julie Berg, Alejandra Chacon, Megan Lee, Sandy Marks, Bryan Justin Marks, Rhonda Mizuno (for Julie Hughes), Irene Nunez, Sherri Potts, Denise Solomon, Sherri Suarez, Geri Vargas, Bill Watts

1. Including Summer Graduates in the Program

In previous meetings, the committee liked the idea of having summer graduates included in the program. This idea had been brought forward by the MJC Counseling Department last Spring. This is a common practice at other colleges. The committee did ask how this change would work logistically. The topic was discussed again and data from other schools will be presented at the next meeting in November. It was highlighted by Evaluations that this would be a work load issue for them due to only having four evaluators.

2. Upgrade in Staging Area

The committee discussed the idea of upgrading the staging area. Currently, MJC contracts with a company that puts together the current stage set up at a cost of \$1540.00. It was discussed that the college could enhance the look of the stage area and not have to pay each year for a service if we had our own backdrop created.

The proposed new backdrop (Appendix I) would include a black wall with blue curtains affixed to the wall. This would be in addition to a blue stage skirt. The committee really liked the proposal and decided to move forward with getting an estimate.

3. Marketing

The group would like to have a marketing campaign this year to encourage more student to participate in commencement. The graduation brochure from last year was distributed and the committee reviewed the content. The committee would like to have a final draft ready by the December 13 meeting. Additionally, the committee would like to have a banner and posters ready and displayed starting the first week of school in the Spring semester.

The committee plans on arranging commencement outreach tables in the Spring 2017 semester to sign students up for the commencement ceremony. A half sheet form will be developed that can be given out around campus. This will help anticipate the number students who plan on attending, as well as having student information to send updates and reminders. This will also help in the promotion of the graduation luncheon.

4. Future meetings are as follows:

Tuesday	November 8	2:30pm	CAT Building 262
Tuesday	December 13	2:30pm	CAT Building 262
Tuesday	January 10	2:30pm	CAT Building 262
Tuesday	February 14	2:30pm	CAT Building 262
Tuesday	March 14	2:30pm	CAT Building 262
Tuesday	April 11	2:30pm	CAT Building 262
Tuesday	April 18	2:30pm	Student Services Building 203
Tuesday	April 25	2:30pm	CAT Building 262

MJC 95th Commencement

Friday April 28, 2017

Appendix I
Proposed Upgrade to Staging Area

