1-12-10 Meeting Agenda

Members: Ranessa Ashton, Jane Signago-Cox, Doug Elliot/Theresa Ortiz, Ron H. Flores, Diane Goldberg, Greg Laskaris, Holly Leahy, Rich McGirr, Lily Mino, Paul Richard, Martin P. Smith

Members absent: Greg Laskaris

1. Class Schedule
   a. The committee discussed the changes in layout/design to the sprint 2010 schedule and shared feedback. The following comments were made:
      ▪ More user friendly; professional layout
      ▪ Pay close attention to contrast areas where text is on color, or shown reversed out and be conscientious of using colors that may impact people with visual impairments
      ▪ Continuous page numbers should be listed as such; for example, not p38, but p38-43
      ▪ Listing jobs on the panels that describe the certificate programs should be explained; for example “Examples of jobs you may be qualified for after completion of this program,” vs. “Jobs”
      ▪ Good layout; reference guide is great
      ▪ Good examples of student success
      ▪ Age info should be added to the GED/HSD program section
      ▪ Consider bolding the campus names within the class information

      **ACTION**: Ranessa to contact ABE Dean Lyon to request review of the section to include age information.
      **ACTION**: Holly to mock-up pages showing campus names listed as boldface and Ranessa to distribute to committee for comment
      **ACTION**: Ranessa to coordinate Flex activities prior to summer 2010 to keep feedback loops open.

   b. The committee discussed the use of the newsprint paper used on the inside pages and it was suggested that a higher grade would be nice, but costs must be considered for this upgrade.

2. Course Flier Announcements
   a. The committee reviewed the layout ideas and agreed on the new design ideas with a consistent look and common elements including the title, location, photos, use of color, logo, etc.
   b. It was agreed that at this time, there are too many variables within the class information and needs of fliers that a pre-printed template is not the right solution.

      **ACTION**: Ranessa to poll the committee via e-mail about more ideas for an organized and strategic approach to class flier distribution.
      **ACTION**: Holly to finalize flier templates and begin using the new designs when final
      **ACTION**: Ranessa and Holly to coordinate order and installation of acrylic display racks for flier announcements
      **ACTION**: Holly to coordinate with Rich McGirr for an online request for course announcements that will forward to her e-mail.

3. Future Meeting dates/times
   a. The committee agreed to a standing bimonthly meeting for the remainder of 2010. The meetings will be the second Tuesday of each month from 2 to 3:30 p.m. at ECC in Room 121.
   b. Remaining meetings for 2010 include: 3/9, 5/11, 7/13, 9/14, and 11/9
ACTION: Ranessa to send meeting dates and time reminder to full committee

Next meeting Tuesday, March 9, 2 to 3:30 p.m.