Publicity Team
Minutes
August 31, 2009

Present: Marty Wolf, Andrew Spaeth, Leo Clark, Elizabeth Dunn, Bob Griggs, Chinwuba Okafor, Dominique Wilson

May 5, 2009 Minutes:
- The minutes from May 5, 2009 were approved

Meeting Time for this year:
- Meeting time will be the first Monday of every month at 10:00 a.m. in Bridgeman 139.

Dominique will take Becky Boe off of the Publicity Team website and put Andy Spaeth and Leo Clark on in place of her.

BSUTube student interviews:
- 16 students were interviewed about the mission and pocket recorders were transcribed by Mun Yee.
  - Not sure of their uses yet.

Writing Contest:
- BSU will hold a personal essay contest that is centered on BSU’s mission. No name has been decided for the writing contest.
  - The contest will be announced at the annual Student Achievement Conference. The contest will not happen before the Site Visit.
    - Elizabeth contacted Maureen Gibbon. Maureen has graduate students who are willing to be judges of the contest.
  - Maureen will assist in the development of a rubric for the contest so that students and judges have guidelines to follow.
    - Possible prizes for 1st place include a netbook or a laptop. Possible honorable mention prizes include gift certificates from Book World, B. Dalton or Barnes and Noble.

Phase III Posters:
- Anticipated to arrive around the 1st of the new year.
  - The new posters will not have the HLC logo on them. They will consist of the mission statement only.
- Strategy for putting up posters:
  - Suggested that we offer a prize to departments who put them up.
  - Go to each department and replace them on our own.
- Suggestion: posters should go out to administration first to lead the rest of campus in putting them up.

Faculty, Staff, Student Interview Project:
- We need a variety of people for this project.
  - List of possible interviewees is listed in the December 17th minutes
  - An idea for getting the message out- have an album style scrolling screen of interviews

Logistics Team and Hospitality Team:
- Name of the Site Visit Team was changed to Logistics Team in order to avoid confusion with the HLC Site Visit Team.
  - SC is divided up into both teams. Any extra people or volunteers are welcome for either team.
  - Coordinate with students to get them to help staff areas where site visit team is in order to make sure they have everything they need.
    - Andy and Leo will forward the names of students willing to help out to Marty.

Other:
- To get the mission out to online students: D2L has open forums that would be an easy way to access