

**San Diego Miramar College**  
**COMMENCEMENT SUB-COMMITTEE**  
*Meeting Minutes*

**November 8, 2016**  
**3:30-4:30 pm**  
**K-210**

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|------|---|-------|
| I.   | Commencement Web Page<br>The updates have been sent to Bill T   | Janee |
| II.  | Sound in Gym<br>Adela explained the history of attempts to correct the sound in the gym and explained how the sound is ricocheting due to the huge amounts of uninsulated space. She explained how we recently met with a sound engineer who confirmed what we learned from a previous company that consulted with the college about the sound and the prohibitive cost involved. The most recent attempt to remediate the sound in the gym is finding drapery sewing companies who can sew a long drape to cover a 169.6 foot wide wall and a height of 20 feet. Adela is in the process of meeting with potential vendors to get quotes | Adela |
| III. | Commencement Registration Form<br>The registration form is in the process of being finalized. In addition, Janee and Lisa spoke about the push notification and how it will help to get the word out to students registered for commencement. In addition, once Janee gets the final list of eligible students to graduate, an e-mail will be sent from the Dean of Student Affairs encouraging participation at commencement and the YouTube video on the push notification will be provided. It is important to send this out as quickly as possible so that students will be able meet the deadlines                                   | Janee |
| IV.  | Student Commencement Speaker Application<br>The registration form has been completed and Ken will forward to Adela. Dates were discussed at length to ensure that ample applications will be accepted and presentations conducted as soon as students return from winter break. The point is to work in advance in order to account for the fact that Carletta will be retiring and the office will be more hectic that usual.  | Ken   |
| V.   | Petition for Graduation Dates   | Janee |

The posters with petition for graduations deadlines has been provided by the District and are as follows:

Associate Degree for Transfer (ADT) Deadline is Feb 16, 2017

Deadline to have name in program is March 24, 2017

Deadline to petition for graduation is April 30, 2017

Summer graduation Deadline is July 31, 2017

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| VI.  | Grad Faire<br>The dates have been confirmed for April 19 <sup>th</sup> and 20 <sup>th</sup>                          | Lily  |
| VII. | Spring Fest<br>The dates have been confirmed for March 15 & 16. The Bookstore will sell student Regalia              | Lily  |
| VII. | Date Regalia on sale On April 10th   | Lily  |
| IX.  | Push notifications<br>Lisa Brewster and Janee have collaborated and the “Remind” Push notification process is ready. | Janee |