

## **CEAP DIRECTORS MEETING**

### Meeting Minutes

**4/12/10**

*Members Present:* Jamel Anderson-Ruff, Gwen Ayuninjam, Renee Corbin, Elaine Franklin, Janice Holt, Lee Nickles, Jackie Smith

*Guest:* Carla Parrish

*Next meeting:* **Date:** May 5, 2010 **Room:** 218 **Time:** 2:00 PM

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### **I. Announcements**

Renee shared with the group the art work that Erin Tapley from Arts and Sciences brought from the Youth Art Month for display on the Chancellor's Task Force luncheon tables in May.

### **II. Discussion**

A printed copy of the meeting minutes from the March meeting were shared with the group and approved by the group. Lee moved the approval and Jamel made a second, no discussion was made.

Renee shared the updated Chancellor's TaskForce on Teacher Supply and Demand website. She thanked Carla for her willingness to update the web page. The group discussed the changes and suggested adding teacher recruitment highlights for each year as a link in the purple box on the left of the screen. In addition, the teacher recruitment slideshow and dates for the campus open houses were suggested as possible additions to the website. Jackie will forward open house information to Renee. Janice will ask Laura Phillips to resend the bulleted items for teacher recruitment to Renee. Janice mentioned how difficult it is to find information on our college website. Lee and Carla informed the group that the college will be reviewing all links to improve the ease of finding information on the web.

Renee informed the committee that the invitations have been sent for the Chancellor's TaskForce Luncheon and shared a sample for the committee to review.

Renee informed the committee that the luncheon layout had been prepared with six seats for each of the ten round tables. The group discussed the problem with time management and the difficulty in getting participants to their seats. Elaine suggested that we have the discussion questions in view where participants could see the items for discussion and perhaps move them to find their assigned seats. Lee suggested that we add technology items to the table to draw people to their seats. A suggestion was also made to use a microphone to encourage those participants to find their assigned seats. Renee made the suggestion to announce in the WRESA meeting to have participants go directly to their seats for lunch to save time. Jackie suggested having door prizes at the table which might encourage participants to take their seats sooner.

Renee asked the committee for other business items. Carla introduced a new way to manage Facebook pages with high security since the

Directors in the past have had concerns with privacy and Facebook pages. Carla demonstrated how to protect privacy on Facebook pages by limiting access by individuals, creating graphics with usage statistics, and explained how group Facebook pages can have events and send invitations to the events. The implications for our college is important. Publications can also provide logos for Facebook pages.

Renee will be reviewing group discussion/decisions with the Dean for comments or changes this week.

Jackie suggested a luncheon for directors in May to complete the year. The next meeting will be May 5<sup>th</sup> at 2:00 PM.