**eTranscriptCA Steering Committee (In-Person) Meeting**

**October 6, 2015**

# **9:30 – 3:30 PM  CCC Chancellor’s Office, 6th Floor, Room 1B**

# **Expected Attendees**

| ***Anticipated Attendee*** | ***Representing*** |  |  | ***Anticipated Attendee*** | ***Representing*** |  |  | ***Anticipated Attendee*** | ***Representing*** |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Kevin Flash, Chair | Los Rios CCD |  |  | Freyja Pereira | Santa Rosa Junior College |  |  | Janet Reedy | UC Santa Cruz |  |
| Rena Martinez Stluka,  Vice Chair | North Orange County CCD |  |  | Clark Ray | Santa Rosa Junior College |  |  | Brian Peterson | UC Berkeley |  |
| Open, Secretary |  |  |  | Lorena Lopez | Pierce College |  |  | Sharon Beaty | UC Santa Cruz |  |
| Sue Vaughn, Past Chair | Bakersfield |  |  | Enoch Woo | CSU CO |  |  | Tim Calhoon | CCC Tech |  |
| Hiep Tran | El Camino College |  |  | Renee Monte | San Francisco State University |  |  | Bonnie Edwards | CCC CO |  |
| Steve Waterhouse | El Camino College |  |  | Rebecca Diaz | San Francisco State University |  |  | Lenny Robison | CCC CO |  |
| Kris Backus | Los Rios CCD |  |  | Joseph Hackbarth | CSU Fullerton |  |  | Gary Bird | CCC CO |  |
| Eric Raznick | San Mateo CCD |  |  | Jessica Wagoner | CSU Fullerton |  |  | Dave Boswell | XAP |  |
| Renee Cowing | San Mateo CCD |  |  | VACANT | CSU Long Beach |  |  | Robert Tritt | XAP |  |
| Jason McPheron | North Orange County CCD |  |  | Vicki Jones | University of Phoenix |  |  |  |  |  |
|  |  |  |  | Kris Thrasher | University of Phoenix |  |  |  |  |  |

**Participant Details**   
Participant passcode: 188898  
Toll free number: 1-888-886-3951

Telephone conference line: 1-913-312-3202

1. **Introductions 9:30 – 9:45**
   1. Roll Call (Lenny)
   2. Accept minutes from prior meeting (Rena)
   3. Agenda review/revision (Rena)

1. **Committee Business 9:45 – 10:30**
2. Committee Officers: nominations/elections/confirmations
   * Chair
   * Vice Chair – Rena Martinez Stluka
   * Secretary
   * Past Chair – Sue Vaughn
3. Committee Constitution and Bylaws (Rena)
   * Meeting attendance
   * Membership growth
   * Stimulate participation
4. Membership Demographics
   * Current demographics (Lenny)
   * Areas for expansion (Rena)
5. XAP Update
   * Sales (Dave)
   * CCC Mini Grant (Dave, Lenny)

1. **Development 10:30 – 12:00**
2. CCGI HS Transcript (Michael) 10:30 -11:15
3. CCC Technology Center Update (Tim) 11:15-12:00

**Lunch 12:00 – 1:00**

**Development (Continued) 1:00 – 2:00**

1. Future Development (Lenny)
   1. What are the eTranscriptCA goals for 2016?

**Break 2:00 – 2:15**

1. **2016 Workshop Planning 2:15 – 3:15**

* 1. Irvine Valley College (Mar 22 – 23) (Rena)
     + CCCApply – Tuesday, Mar 22
     + Transcripts – Wednesday, Mar 23
     + Vendor Sponsorship
  2. Workshop Theme (Steering Committee)
     + Moving Forward – Electronic Transcripts for CA (2014)
     + Supporting Student Success (2015)
  3. Communication Timeline
     + Steering Committee Volunteers
     + Constant Contact Website Activation 12/1/15
     + Save the Date email (1) – 12/7/15 (new)
     + Save the Dave email (2) – 1/4/16 (same as 1)
     + Registration Open email (1) – 2/1/16 (new)
     + Registration Open email (2) – 2/15/16 (updated info)
     + Registration Now email (1) – 2/29/16 (new)
     + Registration Now email (2) – 3/7/16 (updated info)
     + Last week to Register/Online Registration Closing on 3/16/16 – send on 3/11/16
  4. Brochure Deadlines
     + Committee to submit agenda
     + Committee to submit keynote and vendor information
     + Presenters to submit session info
     + Final deadline for text – 3/14/16
     + Meet for final approval – 3/16/16
     + Production
  5. Key Note Speaker Suggestions
  6. Session Suggestions (6 in 2015)
     + General Ed Certification on Transcripts (2015)
     + CCGI HS Transcripts (2015)
     + Statewide Initiatives Community Colleges (2015)
     + ASSIST
     + Best Practices/Options?
     + Technology Options for Trading Transcripts

1. **Closing Remarks 3:15 – 3:30**

Next Meeting October 15th

1:30 – 3:00