GPS STAR Working Group Meeting Agenda  
April 21st, 2016 12-1pm

In attendance: Chelsea, Comfort, Shelby, Susan, Zach, Dolly

1. Approval of notes from last meeting  
   Approved

2. Updates on GPS STAR implementation efforts  
   a. Videos #3 and 4  
      - Recorded yesterday 4/20  
      - Audio came out soft, will ask Matt if he can re convert and increase the volume on his end.  
      - Video 4- Re-record, Chelsea will send out a new script. Remove second half and add in how to use filters. Area of interest in a specific time slot. Touch on: Instr Type.  
      - Comments on Video 4 by Monday 4/25.

   b. Others?  
      Registration Error video-  
      - Need list of errors that also are common other than Major Restriction, Class standing, CoReq, PreReq.  
      - Chelsea will send working script out tomorrow and edits by Monday 4/25 if can.  

   Website-  
      - Add line above links: “Links from Video"

   Freshmen may be slow in getting going on May 2 and they will likely not be registering on that date:  
      - Susan to release Math and Eng seats in 2 waves- ½ seats in each class April 29, then watch it until June 1.

3. Email out to students – how to coordinate between Admission and Advising  
   - Email sent to first batch  
   - Chelsea and Comfort need list if Admissions sent second bunch, Chelsea to do.  
   - How often to send batches and pull list? Weekly and change in June to bi weekly. Zach to propose to staff.

4. Communication from Advising (Postcard and Email)  
   - Postcard- contact advisors, contact  
   - Postcards given at the new student reception this past weekend- advising hacks and advisor contact info  
   - Email- remind to take placements, and intro to advisor, customized to major

5. Agenda items for next mtg?