Faculty: Ruth Lumb, Nandita Bezbaruah, Henry Chan, Nancy Paul, Aaron Quanbeck, Nathan Clarke, Andrew Conteh, Richard Lahti (all present)

Non-Faculty: Stephen Fox (not officially appointed yet?) (3 additional non-faculty to be appointed)

Students: Joseph Fog (absent) (3 students yet to be appointed)

1. Hold the Monday evening (April 16th) meeting at Provost Blackhurst’s house. Sodexo will cater heavy hors d'oeuvres.
2. Get formal invites ASAP.
3. Inventory – folders, ribbons, etc. Is it time to start making the name tags? This year just the names – no times/rooms, food tickets, etc. Encourage recycling of the plastic holders if they are not being used as a keepsake.
4. Taping a presentation about how to present a paper, poster, etc. and putting that up on Youtube – Aaron and I will see about getting this together. Ask Josey about getting students involved. Get chair’s responsibilities out to committee and look at these.
5. Session chair – instruction forms – move all the certificates to the registration table and out of the session chair/poster evaluator directions.
   a. Stay with certificates or entertain the idea of a cord, etc. for graduation?
6. Cliff Schuete (sp?) had cookies and coffee at 4:00 for the last several years. He is no longer here. Should the SAC pick this up and start planning for it? Where? Should we skip this? It might be worth it if it coordinates with the Juried Art Exhibition.
7. Juried art exhibition – Contact the Art Dept about this/liaison. When is the juried art exhibition? Contact the rest of performing arts and see what else they are doing (music, etc.).
8. Change the word “advisor” to “supervisor”.
9. Send out the list of the projects to the chairs to pick projects for state.
10. Do we need to examine the due date to make sure numbers stay high enough? If it drops, will we lose the day? Try to get a count of bodies attending – have a drawing (Andrew and Richard had discussed this before the meeting – I am inserting it here, for the committee to think about as a way to measure impact beyond just the students presenting)?
11. Push back the deadline? Bring back extensions? Make the deadline less rigid so that we get more participation.