

Society for Technical Communication Steering Committee Meeting Minutes

Date: September 24, 2008

Meeting Started at: 5:35 p.m.

Absences: Eric Thomas, Belle

Discussion Topics:

Visiting MTU STC classes – Ann Brady has requested that some members of the Chapter visit her HU 2600 class and tell new STC students about opportunities within the Chapter and what we've done in the past.

Calling prospective students – Ann Brady also researched the previous efforts of calling prospective students and found that it was not as productive as we had hoped (low turnout). Therefore, the Chapter will not repeat the 'calling event' this year.

High school visits – Visiting local high school has also become in option for recruiting STC students to MTU. Discussions are in the works about possible reimbursements, should this event happen. The Chapter is waiting for contact information about the schools from Ann Brady.

Speaker Series – The Humanities Department has been going over their budget in considering the Speaker Series. Another concern was the reception costs for the speakers and what speakers will be invited. Marika also said it would be o.k for the Chapter to take over handing possible speakers. Some options included Sally Johnson from TechSmith and Chad Esselink from Ford, since they will be visiting for the Career Fair.

Advertising – Prototypes for posters, brochures and a Chapter banner will be presented at our next meeting (Oct. 1 at 6:30 p.m.) and discussed.

Communiqué – Cassie has presented the idea of reviving Communiqué as a Capstone project, and it was approved. She will produce a new design scheme and content from various sources. The Chapter is hoping to produce one or two issues this semesters.

Meeting adjourned at: 5:45 p.m.

Minutes submitted by Cassandra Brabon, STC Chapter Secretary