

**Sigma Tau Delta – Communication Committee – Meeting Topic & Minutes**  
**Meeting Location/Time: Denver, CO – March 29, 9:15 am -10:30 am**  
**Location: Directors Row J**

**Communication Committee Membership**

Carrie Fitzpatrick and Kassia Krone (Co-Chairs), Kaine Ezell, Carrie King, Baylee Harding, Julie Harvey, Katie McQuay, Katie Mudd, Namon Kent

**Meeting Minutes**

Kassia called the meeting to order at 9:19. Most foci have been addressed with exception of usability reports.

Topic: Review and offer suggestions for the societal website area dedicated to Advisors

Core content stays the same. Perhaps the Central Office could add a section for advisors on how to prepare students for their first convention, code of conduct, dress code, and travel logistics from plane travel to how to navigate an airport, from room arrangements to handling conflict, etc.

Topic: Discuss progress on the usability testing, and hopefully, establish a timeline for when we will be able to receive and analyze the data.

Central Office did receive results from an undergraduate class, which are currently being reviewed. Results may not be received from the graduate classes.

Topic: Share update on the selection process for interns and readers and ascertain if any changes are needed.

King indicated that for review of applications, she would like to pull more from advisors across the nation (perhaps via Regent connections).

Topic: Share progress on the piloting of Discord app use with alumni.

The pilot of Discord app is going well with alumni. There is chatter almost daily, which indicates a significant increase in engagement with alumni. Examples: book recommendations chat; movie recommendation chat, job opportunities, etc.

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**Communication Committee Topic & Minutes – Feb. 22, 2023**

In attendance: Kassia Krone, Carrie King, Carrie Fitzpatrick, Kaine Ezell, Namon Kent, Katie Mudd, and Katie McQuay

Agenda Item 1: journal display at convention

We discussed potentially reaching out to winners and requesting they submit a roundtable or

panel for the convention discussing their process for the journal next year.

We also discussed asking if someone from the journal staff of the schools that won would be willing to stand by the table and answer questions. Namon looked up to see how many students from each of the winners would be in attendance: (Stevens: 2 students, Oachita: 3 students, Notre Dame: no students). We decided to email chapter advisers about having their students hang out at the table and possibly wrapping that into chapter share, which we noted we need to run by Diane.

Agenda Item 2: selection process for interns and readers for the Rectangle

Carrie King reported that there were 87 applicants that were already scored. That was narrowed down to the top 23 applicants, which are currently under review by 2 advisors. Carrie Fitzpatrick asked if any amendments to the selection process should be made, and Carrie King indicated that the process went smoothly this time, and she appreciated having more eyes on the applications to ensure there's no conflict of interest. She explained that having more advisors review is a benefit. Her only suggestion for next year was to try to have *Rectangle* out before Winter break next year.

Agenda Item 3: recommendation for rubrics for film analysis and criticism

We discussed accepting film criticism into the *Review*. We would like to see a new description to include film on landing page. We voted to add a separate section to the Review specifically for film analysis and review because we felt that having it be separate rather than with literary criticism would highlight how we are acknowledging related fields and potentially open the door for more sections in the future like rhetoric or technical writing.