

Professional Development and Training (2019-2020)

Meeting Agenda

NAME OF COUNCIL/TEAM: Professional Development and Training (2019-2020)		
OBJECTIVE OF MEETING: Orientation to Professional Development & Training Project and Team		
DATE: 08/30/2019 TIME: 1:30am	LOCATION/ROOM #: Student Center Board Room CALL-IN NUMBER: CALL-IN CODE:	
FACILITATOR(S): Alisa Shubb/Olga Prizhbilov		
TIMEKEEPER:		
ASSISTANT: Olga Prizhbilov		
ATTENDEES:		
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):		
UPDATES AND BRIEF REPORTS		
Topic	Person(s) Responsible	Time Allotted
ACTION ITEMS:		
Question	Person(s) Responsible	Time Allotted
DISCUSSION ITEMS:		
Question	Person(s) Responsible	Time Allotted
Welcoming Introductions	Alisa & Olga	20 min.
Review & Discussion of Project Charter	Alisa & Olga	30 min.
Resources to Inform the Work - Institutional Equity Plan	Alisa w/ Cheri Jones	30 min.
Review Work Flow Plan	Alisa w/Cheri Jones	20 min.
“Homework” & Next Steps	Alisa & Olga	10 min.
ITEMS FOR FUTURE CONSIDERATION:		
Topic	Contact Person	
OTHER INFORMATION:		