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 Alloted**
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:		