

# Professional Development and Training (2019-2020)

## Meeting Agenda

<b>NAME OF COUNCIL/TEAM:</b> Professional Development and Training (2019-2020)		
<b>OBJECTIVE OF MEETING:</b> Orientation to Professional Development & Training Project and Team		
<b>DATE:</b> 08/30/2019 <b>TIME:</b> 1:30am	<b>LOCATION/ROOM #:</b> Student Center Board Room <b>CALL-IN NUMBER:</b> <b>CALL-IN CODE:</b>	
<b>FACILITATOR(S):</b> Alisa Shubb/Olga Prizhbilov		
<b>TIMEKEEPER:</b>		
<b>ASSISTANT:</b> Olga Prizhbilov		
<b>ATTENDEES:</b>		
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>		
<b>UPDATES AND BRIEF REPORTS</b>		
<b>Topic</b>	<b>Person(s) Responsible</b>	<b>Time Alloted</b>
<b>ACTION ITEMS:</b>		
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Time Allotted</b>
<b>DISCUSSION ITEMS:</b>		
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Time Allotted</b>
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.
<b>ITEMS FOR FUTURE CONSIDERATION:</b>		
<b>Topic</b>	<b>Contact Person</b>	
<b>OTHER INFORMATION:</b>		