

# 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> Review draft deliverables		
<b>DATE:</b> 02/21/2020 <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 Allotted</b>
Due dates for project deliverables	Alisa	5 min.
<b>ACTION ITEMS:</b>		
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Time Allotted</b>
What input/feedback is needed before final draft is sent through governance process? What will we do to solicit any input/feedback needed?	Alisa	15 min.
<b>DISCUSSION ITEMS:</b>		
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Time Allotted</b>
Are we meeting our goals with draft version 5 ? section by section discussion	Alisa	60 min.
Are the 7 proposed competencies both broad and focused enough to meet the needs of all ARC employees?	Alisa	20 min.
<b>ITEMS FOR FUTURE CONSIDERATION:</b>		
<b>Topic</b>		<b>Contact Person</b>
<b>OTHER INFORMATION:</b> Team members - please review the draft document before our meeting.		