

Agenda
April 16, 2019
1:00pm-2:00pm

ITEMS	TOPICS
1	Meeting Minutes
2	Learning Outcomes for Coaching Sessions

Kurt Hueg, Isaac Escoto, Lene Whitley-Putz,
Valerie Fong, Eric Reed, Adrienne Hypolite, Debbie Lee, Kristy Lisle,
Teresa Ong, Ram Subramaniam

The committee voted and approved the meeting minutes by
consensus.

		<ul style="list-style-type: none"> < Groups provide feedback.
<ul style="list-style-type: none"> < Software Coaching 	<p>Administrators, faculty, and staff will</p> <ul style="list-style-type: none"> < know where the form exists < know how to enter, delete, edit, save, and submit data < Know who to ask questions regarding tech support, and questions about the template < Know which browser supports the form < Know how to create a hard copy of the form, before and after completion 	<ul style="list-style-type: none"> < Use training video < Live face -to-face training incorporated into the program review writer and review team coaching (10 minutes) < Create cheat sheet that corresponds with the training video

For additional information on meeting minutes, please contact Kelaiah Harris at harriskelaiah@fhda.edu.