

Annual Department Chair Training

Wednesday, August 1, 2012

Student Center Training Room – 5108

A G E N D A

9:00 - 9:10 a.m.	Sign In
9:10 - 9:20 a.m.	Welcome Remarks by AVP
9:20 - 9:35 a.m.	HRO Refresher
9:35 - 9:50 a.m.	Admissions & Registration
9:50 - 10:05 a.m.	AIER
10:05 - 10:20 a.m.	Finance & Administration
10:20 - 10:35 a.m.	Accommodative Services
10:35 - 10:50 a.m.	Safety
10:50 - 11:05 a.m.	Procurement
11:05 - 11:20 a.m.	Planning & Development (Facilities & Maintenance)
11:20 - 11:35 a.m.	Adjunct Faculty Issues
11:35 - 11:50 a.m.	High School Issues
12:00 - 1:30 p.m.	Lunch on your own
1:30 - 1:45 p.m.	Student Support Services
1:45 - 2:00 p.m.	Communications & Promotions
2:00 - 2:30 p.m.	Issues/Topics
	a. Building 500 Movement
	b. GW Double Session
	c. Administrator's Night Duty
	d. Keys
	e. Active Shooter Training
	f. DCAPS/Practicum Review
2:30 - 3:00 p.m.	DC Meetings Schedule & Wrap Up

The End

Enjoy Your 2012-13 Academic Year!