

Advisors' Council Training Committee

October 26, 2016

- I. Marjorie asked Lindsey how the Education Department training went
 - a. Lindsey said it went well, and pulled up the survey results; the responses were positive
 - b. Lindsey also followed up with the results from the recent Technology training that she and Mary Beth conducted. Only one person completed the survey, but the results were positive.
- II. Additional Trainings
 - a. Lindsey stated that we have received requests for more trainings this semester, and she asked the group if we wanted to offer more.
 - i. The group wanted to offer more.
 - ii. Lindsey will contact Deans to see if they want to hold similar department/college trainings like the Education department
 - iii. There will be another Intro on Monday, November 14th from 10:30am to 12:00pm. Lindsey and Elizabeth volunteered to conduct the training. Lindsey will be reserving the room.
 - iv. There will be a Technology training on Thursday, December 1st from 2:00pm to 3:30pm. Mary Beth and Marjorie volunteered to conduct the training. Marjorie will be reserving the room.
 - v. Jessica will add these trainings to the website.
- III. Fall 2016 Trainings
 - a. Lindsey shared the numbers of the training attendance this semester (refer to agenda)
- IV. Assessment
 - a. The group reviewed the assessments on UTC Learn
 - b. Lindsey updated the assessments while the group made suggestions
 - c. Lindsey asked the group to review the assessments and make spelling/grammatical changes as needed