

Program Coordinators Meeting

Friday, September 8, 2017

HMS North Room 115

1. Leisha – Site Visitors from CIDA (Council for Interior Design Accreditation)
2. Advisor Meetings
3. HMS 400 (move out of HMS core)
4. No permits on courses please
5. Summer School (look at low enrollment courses.....example: 137.....BEFORE assigning summer school. Summer school is for high need courses 😊)
6. Program Goals progress – due Sept 31
7. Mission Statement – will discuss in general meeting
8. Website – start with FND
9. Courses requiring mandatory career fair attendance?
10. Shepherd – class ranking HMS 100
11. Ambassadors
12. Chay –Breakfast Social
13. HMS Coordinators Job Description (Merit Policy) – review duties
14. Agriculture Workers Insurance Company – Nancy Shepherd
15. Spring Schedules due to Stephanie 9/19/17 Tuesday (complete schedule form for submission)