Program Coordinator’s Council
Agenda

April 20, 2010 3:00 - 4:30 pm

Approve March 16, 2010 meeting minutes

Mission Statement – Review draft

Orienting new program coordinators
   Review draft of follow up questionnaire – Kim Killian - Meeker
   What was helpful? What would have been helpful to have right away?
   What do they need help with now?
   Would they like to be paired with a specific mentor?

Standardization of Forms
   Checklists – update on progress.
   List of Hotels – Elaine Farrell

Best Practices – How to share with coordinators?
   Does Dr. Hart have a list of best practices?
   Should coordinators begin their own list to share? Best Practice of the Month submitted by coordinators?

Website – update on progress
   Any good examples of other university websites?

New Resident Orientation – what do departments do to orientate incoming residents outside of the institution orientations?
   GME orientation agenda
   New Innovations end-user training for coordinators

Annual Retreat
   Update – Michele Bialkowski