

Division of Business, Public Safety & Technology

Business Administration

AEB Department Meeting

May 3rd, 2024

9 am – 10 am

Teams Meeting

# Facilitator: Jose Eduardo Olivares.

# Prior to this meeting, please:

* Review Agenda and any Supporting Documents for each item as indicated.
* If you have feedback on an agenda item to provide before the meeting or would like to be added to the Agenda, please contact Jose Eduardo Olivares

Norms:

* *Follow the agenda, enforcing time limits for each topic and speaker.*
* *Meetings will start and end on time.*
* *Prepare for meetings by sharing and reviewing materials ahead of time.*
* *Stay fully engaged during the meeting.*
* *Balance participation by speaking and listening.*
* *Be willing to table items to revisit later.*
* *Be courteous and mindful of contributing ideas that add value to the meeting.*
* *Conclude the meeting with time to reflect and identify action items.*

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| **Time** | **Min** | **Agenda Items/Supporting Documents** | **Update/Discussion/ Feedback** | **Presenter** |
| 9:00 am | 5 | Welcome, Sign In | - | Jose Olivares |
| 9:05 am | 10 | Quick Department Updates:KBD, Smart Evaluations, PR Requests, Major Activities | Update/Discussion | Jose Olivares, Lyudmyla Dickinson |
| 9:15 am | 15 | Research Guides on the Library website for OER Research | Training | Library Team |
| 9:30 am | 5  | End of School Year-Round Table | Updates | BA Faculty |
| 9:35 am | 35 | New Testing Lockdown Browser: HonorLock Training | Training | Hector Bazaldua, DL Team |