

## ASLT Division Meeting

Thursday, September 12, 2019 • 12:00pm – 1:30pm Room 9-257A

Activity	Time
<u>How to be more productive and make your life easier using Office 365</u>  Review MS Teams, other productivity tools	12:00-12:30pm <i>Guest Presenter: Jasmine Robinson</i>
<u>Introduce Interim ASLT Dean</u>  Introduce Ron Andrade, review plans to meet with key stakeholders	12:30 – 12:45pm
	12:45 – 1:15pm
<u>Preview of Accreditation Team Visit 9/30 – 10/3</u> <i>Guests Alicia Aguirre and Karen Engel</i>	1:15pm – 1:30pm
Items for next meeting	1:55 – 2:00pm