

ASLT Division Meeting Notes: September 12, 2019

Guest Presenter: Jaz Robinson, Director of Web Services, District Office - MS Office 365 demo

- Jaz reviewed all of the 365 apps and demonstrated how they can work together from the desktop or web version
- Explained that MS Teams and Sharepoint are related
- Shared tutorial for MS 365

Action

- Agreed by attendees to move forward with using MS Teams and other Office 365 tools to store information and manage communication within our division.
- Following up on our demo from Jaz, please download the Teams desktop client so we can start using our ASLT Teams in Office 365

Intro Ron to division

everyone encouraged to send me info to help with transition

Melissa - retention

- Referring stu's to TLC
- Helping them get connected and access
- Preparing for proactive registration - looking at 11/8, 9 to catch the basic skills enrolled stu's, then do drop-in hours, also Jan before semester starts
- Class outreach - sharing info, using flash cards

How does she manage student data?

- Melissa working with PRIE, student data on residency
- excel sheet on who referred
- TLC program: David shared potential changes coming
- Sharing probation data between Jose Zelaya in COUNS and TRiO

LSP

receipt printers - need to update from old OS

TLC changes

TECH comm mtng follow-up: Update current technology Lib guide and work with ASSC to market this to stu's

Flex - do a Library info tour, target fac and dept/divisions, ESL, etc

Carlos - now that LSP migration is mostly done, can focus more

Need to roll out more G suite/chromebook workshops