

Staff meeting: September 28

Attending: Kalina, Sue, Juan, Shelia

Topic: **High School Counselors Training 2018**

Logistics: We will have three 45 min sessions.

Breakfast and lunch are optional. No overtime or comp time will be provided for participating in either one of those.

First two sessions will focus on re-certifying the current and continuing proctors.

These two sessions will be very interactive Q&A sessions.

The third session will be more detailed, but it will still allow for Q&A within the testing time.

If the students complete the EAP exam they might not need to take the Writeplacer portion of the placement test. The Counselors are looking into utilizing these data for MM.

Sue encouraged the team to participate, initiate questions and help keep track of time. Kalina advised to relay positive experiences and relevant questions praising best practices and collaboration efforts at the high schools. The team completed a mockup slide review to best prepare for the training.

Our new staff member Janice will start work on Monday. The time fits perfectly with training her on the Accuplacer.