

# MEETING AGENDA

**Date:** 12-12-2018

**Time:** 9 to 10 AM

**Location:** OD/HR? Conference Room

**Attending:** Greg Garrett, Jamie Howard, Patrick Norman, Charles Ott & Tarena Davenport & Amanda Johnson-Praino

**Will not attend:**

**Minutes:**

**Meeting Objectives:**

- **Approve Minutes**
- **HelpDesk Update**—Jamie/Charles
- **Single Sign-on**--Charles
- **Mandatory EOL Updates**—Jamie
- **Education Oversight Committee**—Jamie
  - All requests for training must go to EdOC Committee via [https://ehsod.org/?page\\_id=1609](https://ehsod.org/?page_id=1609)
  - Calendar
- **Content Library -- Amanda**
- **Murphy – Tarena**
  - Manager/Instructor Training
  - Training inventory/Cleanup
- **EOL Guidelines [DRAFT] – Updates**
  - Evaluation of Training Programs – Patrick & Jamie
  - Reporting/Job Duties/Evaluation -- Jamie
- **LMS Usage Policy**—Greg & Jamie
- **Multimedia Equipment**-- Jamie

**Source Documents**

<Y:\ID\LMS\Meetings>

[https://ehsod.org/?page\\_id=671](https://ehsod.org/?page_id=671)

Notes

Action Items:

| Action | Person Responsible | Timeframe for Delivery |
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