

Jerry Buckley

From: Phyllis Sensenig <psensenig@san.rr.com>
Sent: Thursday, April 14, 2011 6:19 PM
To: Barbara Blanchard; Chris Hill; Jerry Buckley; Julianna Barnes; Karen Ostegard; Kari Crawford; Linda Jensen; Michael Wangler; Shirley Pereira; Sue Gonda
Subject: Draft of Scan Team Orientation Guide and Summary Form
Attachments: GCCCD.EMP.Scan Team Summary Form.v1.docx; GCCCD.EMP.Scan Team Orientation.v1.docx

Hi all,

I have attached a draft Scan Team Orientation Guide for your review and editing. I had a number of questions while putting this together:

1. Shall we prepare orientation packets for each member? I'm thinking we may want to include the list of the people on their Scan Team, a list of the materials to be reviewed in their portfolio, and samples of the forms.
2. I'm thinking we need to name a leader for each Scan Team, or they may never come together for their initial meeting.
3. Do we want people to be able to download a Word Version of the Scan Team Abstract Form, or just complete it online or by hand?
4. If they do complete the forms by hand, should they send a copy to the Research Office to be scanned into their Team materials? If so, how should they send it there – via campus mail?

I also have attached a very short form that the Scan Teams can use for their summaries.

I sent out Doodle polls this afternoon so you can tell me which times work best to do the in-person orientations on the Cuyamaca campus and the Grossmont campus. Please respond to the one that is for your location so we can schedule the orientation sessions.

I look forward to getting your feedback on the orientation!

Phyllis