

Operations Workgroup

Date of Meeting: 10-29-15

Work Group Leader:

Members Present: Carrie Clark Hawkins, Erin, Sean Callahan, Jean, , Renee Lee

Prioritized Actionable Item(s)	Steps/Strategies Planned/Objectives and Members Facilitating	Time Frame/Deadline
Standardizing language/format for clinical committee request forms for March Mailing	1. Provide template to schools in OFFICE to update ^{March mailing} forms <u>PILOT</u> A 2016 → then vote in spring & adjust pm * Fulltime/ICE/ACAPT ^{labels may be} information standardized in a 2nd layer if group decides	① Kara to send form ^{reminders} to each school ② Provide a PDF that sites can fill out electronically as a template & school & consortium logos Deadline: 11/15/18
Minimal resources available on OFFICE Git	① Decide on topics for website update & use of website for CCEs / CIs / all stakeholders - CI	- Webex or other conference call - Kara to do it <u>Time frame:</u> ① Dec/Jan ② Feb. spring → mtg.
Coordinate with Contemp. Issues to look @ possible building blocks of moving toward a	→ will require coordination of many things →	

Regional Core Network.