Follow-up items

MPA Staff meeting

October 30, 2019

1. Plan on my hosting office hours in Tacoma during winter quarter to see if they are useful? Contact Doreen to figure out when she and Lianna plan to do office hours there so as not to overlap.
2. Next meeting: plan to revisit the Who Does What document
3. Web page maintenance: Dhara should transition to taking on a larger role in maintaining the MPA program webpage. The sticking point at the moment is training through IT and Amy Betz. Since Heather Qualters is no longer here, getting the training is taking more time.
4. What access do we have to survey software? Do we have access to Qualtrics?
5. Notes for orientation next year:

Tacoma: Do we need to do more to prep the alumni panel?

Olympia: Be sure to get the campus orientation schedule in advance next year so we can help those who are lost; develop better signage; get a room in Purce Hall rather than in LIB 4300 (need to book further in advance than May); we got through the agenda quickly…do we need to re-think; possibly schedule Lucky to present at the first day of Context on ASPA, or do so later in the orientation.

1. Plan to begin preparation for graduation at our January meeting
2. Transition Mike and Dhara to handle alumni relations from Anna
	1. Amy and Cali formed an alumni relations committee last year
	2. Newsletter
	3. Return to Evergreen next year
	4. MPA alumni event?