

A G E N D A

12:10 pm Welcome & Introductions

- Welcome by President
- Introduction

12:20 pm AUCA Overview, Information Sources/Services

HR	Strategic Plan - Vision, Mission, Values, Strategic Pillars Organizational Chart AUCA Facts AUCA Policies & Resources : Employee handbook, anti-harassment policy HR services and resources Medical services at AUCA Key contacts
IT	IT services and Resources AUCA Systems overview: user accounts AUCA Systems overview: Wi-Fi Tech support Reservation of a projector and a laptop Printing, desktops, BYOD Key contacts
SSC	UIDC (universal ID) card use Frequent questions by faculty Key contacts
FIN	Requests to Finance Office, procedures of requests consideration
PPD	Safety regulations, including fire safety rules Regulations on use of AUCA property Parking rules Regulations on conducting of events in AUCA Guests visits: registering, responsibilities Copy machines usage Key contacts
CTLT	CTLT mission, services (trainings, research, other), quality assurance, AUCA Learning Management system overview: Moodle Key contacts
LIB	General Information about Library New library website, search features Electronic resources Services for faculty Key contacts
REG	Room reservation Student enrollment in a course

AUCA Systems overview: online registration portal. Online grading
Academic Calendar
Key contacts

ADV Advising services and resources
Frequent questions by faculty
Key contacts

PR PR services and resources

13:50 pm AUCA Campus Tour

Presenter

Andrew Wachtel
Anguelina Popova

President
CTLT Director

Arna Tynalieva

HR Director

Almaz Bakenov

IT Director

Taalaibek Shaiimkulov

SSC Director

Asel Kasanova

Finance director

Lilia Muslimova

PPD Director

Anguelina Popova
Maya Sharsheeva

CTLT Director
Senior e-learning coordinator

Jyldyz Bekbalaeva

Library Director

Jibek Toichubekova

Registrar Coordinator

Gulnur Esenalieva	Advising Director
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Dinara Orozbaeva	PR Director
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SSC