AGENDA — room 404

DAY 1

Time	Dept	Topic	Speaker	Role
10:00 - 10:30		**Welcome & Introductions**		
		• Welcome by President	Timothy Edward O'Connor	President
		• Introduction	Anguelina Popova	CTLT Director
10:30 - 12:10		AUCA Overview, Services and Resources, Regulations		
	HR	10:30 **HR office information**	Saltanat Rustembekova	HR Director
		Organizational Chart		
		AUCA Facts		
		AUCA Policies & Resources		
		HR services and resources, Key contacts		
	SSC	10:50 **Administrative Services Centerr (ASC) services and resources**	Umut Jumalieva	ASC HR Expert
		UIDC (universal ID) card use		
		Frequent questions by faculty		
		Key contacts		
	MEDICAL OFFICE	11:10 **About AUCA Medical Service Office**	Elmira Amandykova	Head of Medical service office / Therapist
		Key contacts		
	FINANCE	11:30 **Finance Office: procedures and regulations**	Aidai Sarykueva	Chief Accountant
		Key contacts		
	CCE	11:50 **Center for Civic Engagement: Sustainable and Green AUCA programs**	Margarita Lazutkina	Green AUCA Program Coordinator
			Mira Dzhakshylykova	Sustainability Coordinator
12:15 - 13:15		Lunch		
13:20 - 16:20		IT, Library, PPD, Tour		
	LIBRARY	13:20 **General Information about Library**	Jyldyz Bekbalaeva	Director of Library
		Library website, search features	Madina Kerimova	Librarian
		Electronic resources	Daria Vershinina	Electronic Services Assistant
		Services for faculty, Key contacts		
	IT	13:40 **IT services and Resources**	Almaz Bakenov	DIT Director
		AUCA Systems overview: user accounts	Zarlyk Jumabek uulu	Director of Operations
		AUCA Systems overview: Wi-Fi		
		Tech support		
		Reservation of a projector and a laptop		
		Printing, desktops, BYOD		
		Key contacts		
	PPD	14:00 **Physical Plant Department (PPD) services and regulations**	Liliya Muslimova	PPD Director
		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		
	WARC	14:30 **Writing and Academic Resource Center (WARC) Services and Resources**	Mariya Antonova	WARC Director
		Key contacts		
	TOUR	14:50 **Campus Tour (1-1,5 hour)**	Ekaterina Kombarova	CTLT

DAY 2

Time	Dept	Topic	Speaker	Role
10:00 - 10:15		**Introduction**		
		• Introduction	Anguelina Popova	CTLT Director
10:15 - 12:10		Student affairs coordination, Anti-harrasment, CCE, Registrar, Research		
	STUDENT AFFAIRS	10:15 **Student Issues and Available Resources**	Michael Freese	Dean of Student Affairs
	ANTI-HARASSMENT	10:50 **Introduction to Anti-harassment training**	Elena Molchanova	Psychology Dept. acting Chair
	REGISTRAR	11:10 **Registrar's Office information**	Jibek Toichubekova	Registrar Head
		Room reservation		
		Student enrollment in a course		
		AUCA Systems overview: online registration portal. Online grading		
		Academic Calendar, Key contacts		
	RESEARCH	11:30 **Research opportunities at AUCA (online)**	Christopher Baker	Director
		Key contacts		Central Asian Studies Institute
12:00 - 13:00		Lunch		
13:00 - 14:40		Advising, Counseling, CCE, CTLT		
	ADVISING	13:00 **Advising services and resources**	Gulnur Esenalieva	Academic Advising Director
		Frequent questions by faculty		
		Key contacts		
	COUNSELING	13:20 **AUCA Counseling Service - Mental Health support**	Anastasiia Slastnikova	Conseling Service staff
			Ekaterina Tsoy	
	CCE	13:40 **Center for Civic Engagement: collaborations, services, key**	Nurzhamal	Executive Director, Center for Civic Engagement
	CTLT	14:00 **Center for Teaching, Learning and Technology (CTLT)**	Anguelina Popova	CTLT Director
		AUCA Learning Management system overview: Moodle		
		Course Evaluation		
		Key contacts		
14:20 - 17:00		CTLT training program : Course Design training		
		AUGUST 25, 28, 29 continuation of the Course Design training		