

AGENDA

15:30 - 15:35		Welcome & Introductions		
	• Introduction		Anguelina Popova	CTLT Director
15:35 - 17:30		AUCA Overview, Services and Resources, Regulations		
HR	15:35	Organizational Chart AUCA Facts AUCA Policies & Resources HR services and resources Medical services at AUCA Key contacts	Alimat Alybaeva	HR Coordinator
SSC	15:50	Shared Service Center (SSC) services and resources UIDC (universal ID) card use Frequent questions by faculty Key contacts	Taalaipek Shaiimkulov	SSC Director
REGISTRAR	16:00	Room reservation Student enrollment in a course AUCA Systems overview: online registration portal. Online grading Academic Calendar, Registrar Calendar Key contacts	Jibek Toichubekova	Registrar Coordinator
ADVISING	16:10	Advising services and resources Frequent questions by faculty Key contacts	Gulnur Esenalieva	Advising Director
WARC	16:20	Writing and Academic Resource Center (WARC) Services and Resources Key contacts	Mariya Antonova	WARC Director
CTLT	16:30	Center for Teaching, Learning and Technology (CTLT) mission, services (trainings, research, other), quality assurance, technology use support AUCA Learning Management system overview: Moodle Key contacts	Anguelina Popova	CTLT Director

LIBRARY	16:40	<p>General Information about Library</p> <p>Library website, search features</p> <p>Electronic resources</p> <p>Services for faculty</p> <p>Key contacts</p>	Elena Turdieva	Acting library director
IT	16:50	<p>IT services and Resources</p> <p>AUCA Systems overview: user accounts</p> <p>AUCA Systems overview: Wi-Fi</p> <p>Tech support</p> <p>Reservation of a projector and a laptop</p> <p>Printing, desktops, BYOD</p> <p>Key contacts</p>	Zarlyk Jumabek Uulu	Director of Operations
Dean of Faculty	17:00	<p>Welcome by Dean of Faculty</p>	Steven Kessell	Dean of Faculty
PPD	17:10	<p>Physical Plant Department (PPD) services and regulations</p> <p>Safety regulations, including fire safety rules</p> <p>Regulations on use of AUCA property</p> <p>Parking rules</p> <p>Regulations on conducting of events in AUCA</p> <p>Guests visits: registering, responsibilities</p> <p>Copy machines usage</p> <p>Key contacts</p>	Lilia Muslimova	PPD Director

17:30 Campus tour