

PQAO Training 2019 - CAC Tasks and Timeline

| | | Sep-18 | Oct-18 | Nov-18 | Dec-18 | Jan-19 | Feb-19 | Mar-19 | Apr-19 | May-19 |
|--|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Pre-CAC Meeting Activities | | | | | | | | | | |
| 1 | CAC and PC decide upon topics for PQAO Training 2019 | | | | | | | | | |
| 2 | PC determine number and focus of subcommittees | | | | | | | | | |
| CAC Meeting 1 | | | | | | | | | | |
| October 10-11, 2018; UCD Conference Center Room A | | | | | | | | | | |
| 1 | Assign CAC and PC members to each subcommittee | | | | | | | | | |
| 2 | Review provided subcommittee training topics, elaborate on ideas, and identify/address gaps | | | | | | | | | |
| 3 | Develop overall description/objective of presentations to cover topics | | | | | | | | | |
| 4 | Identify the number and duration of presentations necessary to cover topics | | | | | | | | | |
| 5 | Fit proposed presentations into training agenda | | | | | | | | | |
| 6 | Identify possible speaker candidates | | | | | | | | | |
| 7 | Research/identify existing training materials and references and share with subcommittee | | | | | | | | | |
| 8 | Develop a draft outline of the presentation(s) | | | | | | | | | |
| CAC Meeting 2 | | | | | | | | | | |
| December 4-5, 2018; UCD ARC Meeting Room 1 | | | | | | | | | | |
| 1 | Review and discuss training agenda | | | | | | | | | |
| 2 | Subcommittees present proposal for recommended speakers and presentations | | | | | | | | | |
| 3 | CAC vote on and select training speaker(s) | | | | | | | | | |
| 4 | Create detailed outlines for each presentation | | | | | | | | | |
| 5 | Work with speakers to develop draft presentations to share with group at Meeting 3 | | | | | | | | | |
| CAC Meeting 3 | | | | | | | | | | |
| February 12-13, 2019; UCD ARC Meeting Room 1 | | | | | | | | | | |
| 1 | Introduce speaker(s) to larger group | | | | | | | | | |
| 2 | Present draft outline of proposed presentation to larger group | | | | | | | | | |
| 3 | Collaborate with larger group to ensure continuity & smooth transition of presentations | | | | | | | | | |
| 4 | Continue work on training presentations | | | | | | | | | |
| 5 | Speakers attend Train-the-Trainer session on how to provide an effective presentation | | | | | | | | | |
| 6 | Work with speaker(s) on final draft presentations to be presented at Meeting 4 | | | | | | | | | |
| CAC Meeting 4 | | | | | | | | | | |
| April 16-17, 2019; UCD ARC Meeting Room 1 & 2 | | | | | | | | | | |
| 1 | Present final curriculum to group via Dry-Run Presentations | | | | | | | | | |
| 2 | Provide feedback to peers' presentations | | | | | | | | | |
| 3 | Discuss logistics of training as group | | | | | | | | | |
| 4 | Incorporate feedback into presentations | | | | | | | | | |
| 5 | Provide presentations to CAC two weeks prior to June 4-6, 2019 training (deadline: May 20, 2019) | | | | | | | | | |

10/3/2018

= completed
 = in meeting
 = homework