



Network Mentor Coordinator Meeting

Tuesday, September 20, 2011

American River Campus D. Sevier's Classroom, Room 12

3:45 p.m. - 5:00 p.m. **Official Ending Time: 6:00 p.m.**

Topics of Discussion

- Welcome / check in
- Meeting sign in procedure required by HR
- Review Coordinators' role is with respect to their program
- Cross program attendance
 1. **Training from another mentor, i.e. Tech Mentor coming to an Accelerated Reader meeting to help and support.**
- Review Mentor Binder System
- How to manage Tech tickets efficiently
 1. **The process of managing tech tickets based on the Shingle Springs model was discussed.**
 1. **Tech Ticket is assigned to a Network Mentor via Meredith**
 2. **Network Mentor assigns the tech ticket**
 3. **Once the tech ticket is completed, the person completing the ticket is to email the following people**
 1. **The original requestor of the tech ticket**
 2. **The Network Mentor associated with the tech ticket**
 3. **The principal of the school where the request originated**
- Enrollment / Disenrollment process
 1. **Meredith has created a category at MyTechDesk titled "Enroll/Unenroll". The process is as follows:**
 1. **AAs will put in a tech ticket signaling that a student has enrolled/unenrolled from school or has transferred from one school to another or from one class to another.**
 1. **Meredith receives the tech ticket and will complete all necessary tasks for the Kto8 program. She then will reassign the tech ticket to Mary.**
 2. **Mary completes all necessary tasks for Aeries and Rosetta Stone. Mary will then reassign the tech ticket to RaDene**

3. RaDene completes all necessary tasks for Renaissance Place and will then mark the tech ticket as complete
- Network Meetings:
 1. Accelerated Reader
 1. Quarterly meetings lasting one hour from 4:00-5:00. Location Carmichael Campus
 2. Tech
 1. Monthly meetings from Aug-Dec, every other month meetings Jan-May. The time for the meetings is 2:00-4:00. Location varies from campus to campus.
 3. Rosetta Stone
 1. Monthly meetings lasting one hour from 3:30-4:30. Location is at CAT
 4. Accelerated Math
 1. Diana will begin her monthly meetings in October. Meetings will be from 3:45-5:00. The possibility of scheduling twice-monthly meetings will be investigated. Meeting location is American River.
 - The team talked about the meeting structure of having rotating roles for the team members to promote more buy-in and participation from the mentors. Roles may include:
 1. Notetaker
 2. Facilitator
 3. Encourager
 - Action Items:
 1. Meredith will invite the Network Mentors into a Blog for purposes of communication.
 2. RaDene will email Diana the name and information for Renaissance Place's Accelerated Reader Coach so that she can set up webinars for Accelerated Math.
 3. RaDene will send out an email to all Accelerated Reader mentors to mentor their campus's Accelerated Math Mentor in the Tech Ticket process
 4. Network Meeting Agendas with notes will be posted to the Staff Login portion of the cacmp.org website.

Next Meeting: November 15th. Location: American River Campus, Room 12