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**Social and Human Services Program**

**Faculty Planning Meeting**

December 8, 2022 1 pm

**Agenda/Minutes**

Attendance:

 **Cristy Clark Program Director**

 **Pam Peters Faculty**

 **Ariella VanHara Program Coordinator**

 **Topics**

1. **Reviewed status of Ariella’s new hire training and CANVAS trainings.**
2. **Ariella will be able to teach courses in the Spring.**
3. **Pam will assist Ariella in learning HUS 2905 and the Residency courses, but Ariella will be the assigned instructor.**
4. **Ariella will also teach SOW 2031, HUS 2200, and HUS 2302**
5. **Discussed setting up CANVAS courses for Spring and submitting syllabi for review prior to the start of the semester.**