

**Program Coordinator's Meeting Schedule  
January - May 2009**

<u>DATE</u>	<u>LOCATION</u>	<u>TOPIC</u>
Tuesday, Jan 13	HSEB 3515 C	Evaluations, who uses what 360, paper vs. electronic
Tuesday, Feb. 10	HSEB 2110	New Hire Welcome Packets What is sent to new hires What is expected to be turned in to GME before orientation. GME Recruiting and Credentialing new interns
Tuesday, March 10	HSEB 2110	Annual Rotation Schedules,
Tuesday, April 14	HSEB 2110	Preparing for a Site Visit
Tuesday, May 12	HSEB 2110	Orientation/Checkout

Bagels, Juice, Coffee and Water will be served