

International Programs Malibu Office

IP Malibu Office Meeting Agenda November 4, 2019

Topic	Start	Duration	Description	Desired Result	Presenter
1	3:00	0	REVIEW AND APPROVAL OF AGENDA	revise & adopt	Ron
2	3:00	5	PREVIOUS MEETING MINUTES APPROVAL & UPDATE ON ACTION ITEMS Action Items: <ul style="list-style-type: none"> - Ron: develop a plan of communication for students who are accepted into the Global Fellows - Beverly: reaching out to Athletics to see if London Harry Potter could be an option for them - Arissa: create calendar invite for new Launch date <ul style="list-style-type: none"> - Staff/students, FiR (DONE) - Arissa: reschedule meeting for admissions with Greg, Natalie, LaShunte (DONE) 	accountability & clarity	Arissa
3	3:05	5	DEVELOPMENT MINUTE	awareness building	Natalie
4	3:10	5	PROGRAM ENROLLMENT	awareness building	Natalie
5	3:15	5	RECRUITMENT & STUDENT DEVELOPMENT	awareness building	LaShunte
6	3:20	5	PREPARATIONS (FACULTY & STUDENT)	awareness building	Natalie/Beverly
7	3:25	5	ACADEMICS	awareness building	Beverly/Ron
8	3:30	10	OFFICE UPDATES <ol style="list-style-type: none"> 1. Debrief IP Bound: The Launch 2. All Staff November Meeting: 11/6 <ol style="list-style-type: none"> a. Natalie: Admissions and Preparations Updates b. Sierra: Passport Fair c. Beverly: Registration d. LaShunte: Re-Orientation, IP RA applications e. Ron: Vest of success pass off f. Arissa: Christmas Holiday Party 	awareness building clarity & accountability	Various
9	3:40	10	STAFF MEMBER UPDATES	awareness building	All
10	3:50	0	CALENDAR - Upcoming Events & Key Dates Global Fellow Interviews 10/30-11/6 November All Staff Meeting 11/6 Spring 20 registration 11/6-11 RA interviews 11/6-January 2nd round decisions due 11/8 Global Fellows Decisions 11/8 International Education Week 11/11	planning	All

			3rd round decisions 11/15 Passport drive 11/20 Spring 2020 Student Re-Orientation 11/20 3rd round contracts due 11/22 Deadline for spring 20 admits to deposit to Pepperdine 12/1 IP Full staff Christmas party 12/4 Finals 12/9-12 FiR applications due 12/20 Winter break 12/24-1/1 Shanghai departure 1/2 <u>Birthdays</u> : Nico 11/4, Natalie 11/8, Alessio 11/29 Out of Office Beth: Beverly: 11/15; 12/19-23; 1/2-3 Greg: 11/6, 8,11,20,21 LaShunte: 11/25-29 Maureen: Natalie: 11/14-15 Ron: 11/8, 11/11, 11/22-26 Arisa: 11/5 (8:30-1PM)		
11	3:50	5	REVIEW ACTION ITEMS BY AGENDA ITEM AND PERSON	clarity & accountability	Arisa