



Postgraduate Administrator Advisory Committee (PAAC)

Date: Tuesday December 19, 2017

Time: 12:00pm – 2:00pm

500 University Avenue, 6th Floor Boardroom

AGENDA

Agenda/Minutes

- | | | |
|------------------------|-------------|--------------|
| 1. Agenda Approval | B. Abankwah | For Approval |
| 2. Approval of Minutes | B. Abankwah | For Approval |

Business Arising from Last Meeting

Standing Items

- | | | |
|---|-------------|----------------|
| 3. Appreciation Event (Certificates/Awards) | All members | For Discussion |
|---|-------------|----------------|

New Business

- | | | |
|---|-------------|----------------|
| 4. Request from FEAC | All members | For Discussion |
| a. Best practices for PEAP submissions | | |
| b. Tips on entering trainee evaluation data | | |
| c. Review website- provide feedback | | |
| 5. ICRE update | All members | For Discussion |
| 6. Confirmation of Project Teams | All members | For Discussion |
| a. Discuss timeliness/reporting cycle | | |
| 7. Open Forum | | |

Next Meeting: Tuesday February 20, 2018