



**Postgraduate Administrator Advisory Committee (PAAC)**

**Date: September 11, 2018**

**Time: 12:00pm – 2:00pm**

**500 University Avenue, 6<sup>th</sup> Floor Boardroom B**

**AGENDA**

**Agenda/Minutes**

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

**Business Arising from Last Meeting**

- |                                |             |                |
|--------------------------------|-------------|----------------|
| 3. Updating Terms of Reference | B. Abankwah | For Discussion |
|--------------------------------|-------------|----------------|

**Standing Items**

- |                       |                      |                |
|-----------------------|----------------------|----------------|
| 4. Subcommittees      |                      |                |
| a. Appreciation Event | Subcommittee Members | For Discussion |
| b. Communication Tool | Subcommittee Members | For Discussion |

**New Business**

- |   |                             |                |
|---|-----------------------------|----------------|
| 5. 2018-2019 Seminar Topics             | L. Bevacqua                 | For Discussion |
| 6. Pilot Session for New Administrators | B. Abankwah                 | For Discussion |
| 7. Appreciation Event Awards Process    | B. Abankwah/<br>L. Bevacqua | For Discussion |

**Next Meeting:** TBD