

**Meeting:** EIDA Committee Meeting

**Date:** January 15<sup>th</sup>, 2025 11:30 a.m. – 12:45 p.m.

**Location:** Teams Meeting

### **Attendance**

1. Candida Crasto
2. Lin Zhang
3. Adrian Eraslan
4. Olivia Jenkins
5. Zia Rauwolf
6. Megan Prell
7. Robert Wood
8. Elizabeth Steele
9. Dorote Lucci

### **Notes**

#### Departmental Tour Feedback

- Can we distribute the staff and faculty group.
- Elizabeth – the org chart is changing! Will follow-up outside of that meeting.
  - o Timing considerations (who works where and when)
  - o Personnel changes – who has joined/left or moved around in Sofia
  - o Difficulty in finding a time for everyone to be present
  - o Avoid Mondays and Fridays.
- Megan Prell – Happy to Facilitate Focus Group Meetings and/or affinity meetings

#### Marketing

- Linking our events to the Events Calendar and then replicated on the EIDA Webpage
- Find out the process and deadlines for posting on Social Media

#### Policy & Procedure

- Lin volunteered to be the liaison for the Academic Policy and Procedure (APP) Committee
- Name Change – Elizabeth is offering to help coordinate change and acknowledges that this policy has come off a bit unwelcoming

#### Topics for EIDA Committee Skill Building

- Megan – provide information on differently abled folks