PDC Work Flow

Idea Generation/ Ideas Submitted to PDC	Committee Members *and* Survey Results *and* Constituent Groups
Securing Presenter	Co-Chairs *or* As Assigned to Committee Members
Securing Budget	Co-Chairs
Scheduling/Booking Rooms	Administrative Support
Drafting Session Blurb	Committee Co-Chairs *or* Presenters
Sending Initial Announcement/ Reminder Announcements	Committee Co-Chairs
Attend Session	PDC Committee Members *or* Co-Chairs
Collecting Evaluations/ Sign-in Sheets	Administrative Support
Data Input/ Summary	Administrative Support
Processing Travel Paperwork	Committee Co-Chairs
Feedback to Presenters/ Thank Yous	Committee Co-Chairs
Debrief Committee Regarding Sessions/ Book Follow-up Sessions	Committee Co-Chairs
Report Out to Academic Senate, Executive Leadership, Constituent Group Leaders	Committee Co-Chairs *or* PDC Committee Members as Assigned

Effective March 2016