



LEAD WRITER AND LIAISON TRAINING

FLEX
Liaisons # 922
Lead Writers #988



Agenda

1. Introduction
(timeline, training
schedule, roles)
2. Taskstream content
and technical
overview
3. Tips and tricks



1.

INTRO

Resources

Dashboards



2.

TASKSTREAM CONTENT AND FUNCTIONALITY



3.

TIPS AND TRICKS FOR USING TASKSTREAM

VIEWING YOUR FORM AND THE WORKSPACE SIDE BY SIDE

PREVIEW feature

Office of Institutional Effectiveness | [PREVIEW](#)



Workspace : Administrative Services Program Review 2019/20 UPDATE

Edit Content

Discussion

Submission & Read Reviews

Publish

Options & Info

▼ EXPAND ALL ▸ COLLAPSE

General Information

2019/20 Administrative Services Program Review

- Submission
- ✦ Information and Updates (REQUIRED)
- Outcomes and Assessment (REQUIRED)
- ✦ Program Analysis for Equity and Excellence (REQUIRED)
- ✦ Program Goals (REQUIRED)
- ✦ Action Plans for Goals (REQUIRED)
- ✦ Goal Status Report (REQUIRED)

Edit Content:

Note: This is a **LIVE** workspace area. You have permission to access this area as a workspace manager. Select item to edit from the left panel to view, add, or edit content. Please note that any changes or submissions you make may disorient the owners of the workspace.

ENGAGE IN DISCUSSION

DISCUSSION feature

Office of Institutional Effectiveness

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COMMENT AREAS: 0

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Request Forms

- Classified Position, BARC and Faculty Position Request

Discussion Topics for 2019/20 Administrative Services Program Review: Outcomes and Assessment (REQUIRED) (Outcomes and Assessment (REQUIRED))

[Print View](#)

CREATE NEW TOPIC

Topic	Created By	Replies	Last Activity
No topics found for this area			

THANKS!

Any questions?

For questions regarding:

General Program Review- [Bridget Herrin](#), ext. 2319

Outcomes and Assessment - [Kris Clark](#) ext. 2304

Data and Research- [Bridget Herrin](#), ext. 2319

Budget and Resource Allocation Requests/Facilities Requests- [Lorenze Legaspi](#), ext. 2990

Classified Hiring Requests- [Ellen Engels](#), ext. 2746

Career and Technical Education - [Monica Romero](#), ext. 2781

Faculty Hiring Requests- [Andy MacNeill](#), ext. 2799

Taskstream- [Anda McComb](#), ext. 2235

General Program Review- [Mona King](#), ext. 2509