

Faculty Checklist for Module 9

Action Period

- Communicate schedule of all conference calls to participants via email and the Intranet with call information.
- Post agendas and presentations on the Intranet so calls can have a visual element.
- Create a roll call system for calls.
- Have results of monthly metrics available to be able to refer to during the calls.
- Conduct a follow up survey regarding conference call experience to be completed by participants.
- Post metrics to the Intranet.
- Engage participants in online discussion on the Intranet site.