

Teaching & Learning COUNCIL MEETING AGENDA



Date: Sept 27 2024 | Time: 2:30-4:00 p.m. | Location: RR 110 & Zoom | Recorder:

Purpose	Guiding Principles
Initial meeting to establish purpose and process	

Topic/Items	Category	Facilitator	Allotted Time	Key Points: Provide 50 words or less on expected outcome
<i>Reminder: All notetaking and Zoom recording will be used to assist the recorder in producing minutes</i>				
Reading of Land and Labor Acknowledgement		David	5 min	
1. Introductions & icebreaker	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information	Carol	20 min	Please share your name, pronouns, position at the College, and then, in one or two sentences, tell us where your people come from. You decide what “your people” means.
2. Charter	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information		15 min	Review the big picture and answer questions
3. Roles & Agreements	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information		20 min	What are the roles of members, facilitators, recorder What are the group agreements for how we work together
4. Nuts and Bolts	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information		20 min	Required meetings versus work sessions Existing committees and potential subcommittees Open vs closed meetings

5. Announcements	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information		5 min	First official council meeting (Zoom, open): Friday, Oct. 4, 1:30-3:00 Planning Retreat (Zoom, closed): Tuesday, Oct. 8, 2:00-4:00
6.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information		X min	

Future Agenda Items for Meetings			
Topic/Item	Category	Key Points: Provide 50 words or less on expected outcome	Facilitator
1.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information		
2.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information		
3.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information		
4.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information		
Upcoming Meeting Date	Start Time	End Time	Location
Friday, Oct. 4, 2024	1:30 p.m.	3:00 p.m.	Virtual via Zoom

Members in Attendance	Council Co-Chairs:	Members:	<input type="checkbox"/> Sue Goff	<input type="checkbox"/> Kelly White
	<input type="checkbox"/> Carol Burnell	<input type="checkbox"/> Martha Bailey	<input type="checkbox"/> Kari Hiatt	<input type="checkbox"/> DW Wood
	<input type="checkbox"/> David Plotkin	<input type="checkbox"/> Dustin Bare	<input type="checkbox"/> Jane Littlefield	<input type="checkbox"/>
	Recorder:	<input type="checkbox"/> Katrina Boone	<input type="checkbox"/> Sarah Parker (tentative)	<input type="checkbox"/>
	<input type="checkbox"/> Name	<input type="checkbox"/> Jennifer Bown (tentative)	<input type="checkbox"/> Scot Pruyn	<input type="checkbox"/>
		<input type="checkbox"/> Jil Freeman	<input type="checkbox"/> AJ Smith	<input type="checkbox"/>

Guidance for Use:

- *Agendas should be distributed and uploaded to the Shared Governance Website no less than 7 days before the meeting date*
- *For distribution it is recommended that you save and send as a PDF rather than a Word document to retain formatting (File > Export > Create PDF/XPS)*
- *Agenda naming convention:*
 - *Date (DD/MM/YY)-Council Name-Agenda*
 - *Example: 01-31-24-Council Name-Agenda.pdf*
 - *Do not use spaces, instead use dashes*
- *Be concise, Agendas will be posted publicly to encourage participation*