

# Teaching & Learning MEETING AGENDA



**Date:** October 4, 2024 | **Time:** 1:30-3:00p.m. | **Location:** Zoom | **Recorder:** Kelly White

Purpose	Guiding Principles
Regular Meeting	

Topic/Items	Category	Facilitator	Allotted Time	Key Points: Provide 50 words or less on expected outcome
<i>If using AI notetaking or recording, remind participants that recording/AI notetaking will be used before enabling this feature.</i>				
Reading of Land and Labor Acknowledgement		<b>Volunteer</b>	5 min	
<b>1.</b> Finalize charter	<input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	Carol & David	40 min	Starting where we left off, approximately page 2 Membership section, work through the rest of the charter. If we finish, vote on acceptance.
<b>2.</b> Plan for Committee connections	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	Carol	10min	Process for confirming which committees fall under our council
<b>3.</b> Preview & Survey re: Planning Retreat	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information	David	10 min	Survey forthcoming to members to help identify what our priorities are for this year
<b>4.</b> Questions & Announcements	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	All	10min	
<b>5.</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision		X min	

	<input type="checkbox"/> Advocacy <input type="checkbox"/> Information			
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
October 8 2024	2:00 pm	4:00 pm	Virtual via Zoom

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

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*