

Teaching & Learning MEETING AGENDA



Date: November 1, 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		Volunteer	5 min	
1. Approval of minutes	<input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	Carol	10 min	Minutes from 9/27/24 Minutes from 10/4/24
2. Committee connections	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information	David	10 min	Information received so far
3. Charter work	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	Carol & David	30 min	Review latest draft and suggestions, discuss last part of charter. May need one last clean-up before we approve. https://docs.google.com/document/d/1uuAQ3Gznx6t4uYC3uTUBugp_BVN-LT_siYCWqe9Nx-E/edit?usp=sharing
4. Survey on priorities list	<input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	All	30 min	Discuss results of the survey and timeline Survey results: https://docs.google.com/spreadsheets/d/1Ry2bbNjjTkw68s5QAIEj_Vg_PNbTF5MjBTecFTPJ-9Os/edit?usp=sharing Survey

				Survey: https://forms.gle/Mkw1FYVTQS25gJJs8
5. Questions & Announcements	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information		5 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

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

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*