

# Teaching & Learning MEETING AGENDA



**Date:** December 6, 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	
1. Approval of minutes	<input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	Carol	5 min	Minutes from 11/01/24 <a href="#">Minutes</a>
2. Committee reports	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information	AJ, Sue	20 min	Reports from Curriculum Committee and ISP Committee
3. Charter review	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	Carol & David	20 min	Review latest draft (not yet final edit) <a href="#">Charter</a>
4. Priorities List	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	All	20 min	Discuss draft of priorities list for Oversight Group requested form <a href="#">Priorities</a>
5. Council Operations	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision	All	20 min	Brainstorm/list what items need to be decided (examples: member term length, how decisions are made); may refer to Handbook

	<input type="checkbox"/> Advocacy <input type="checkbox"/> Information			
6. Questions & Announcements	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input 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

<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*