

Teaching & Learning MEETING AGENDA



Date: March 7, 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	5 min	Minutes from 02/07/2024
2. Committee reports	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information		15 min	Any updates from committees: Curriculum, ISP, Assessment, Global Learning, Teaching & Technology
3. Global Learning Committee response	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information	David	10	Discuss response from Global Learning Committee
4. Fist to Five as a straw poll method	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information	David	10	Review resources, practice using Zoom poll for Fist to Five
5. Charter review	<input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy	Carol & David	10 min	Review cleaned up draft for approval (attached to meeting invitation, available in Teams folder, and in reminder email)

	<input type="checkbox"/> Information			
6. Priorities List Update	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	All	20 min	Discuss draft of priorities form for Oversight Group Priorities
7. Council Operations	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	All	20 min	Continue discussion: (member term length, how decisions are made, consent agenda, open vs closed meetings, Unexpected Cheddar/annually, more); refer to Handbook Report back on Oversight Group—OG did not have enough time to address all our questions, will revisit at next OG meeting
8. 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
April 4 2025	1:30	3:00	Virtual via Zoom

Members in Attendance	Council Co-Chairs:	Members:	<input type="checkbox"/> Sue Goff <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	<input type="checkbox"/> DW Wood
	<input type="checkbox"/> Carol Burnell <input type="checkbox"/> David Plotkin Recorder: <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		

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*