

Teaching & Learning MEETING AGENDA



Date: May 2, 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	Reflection
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 04/04/2024--vote to approve
2. Committee reports	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information	Representatives from committees	40 min	Updates from committees: Curriculum, ISP, Assessment ISP bringing a rough draft of an AI policy
3. LEAP office (Leadership, Education, and Advocacy for Progress)	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information	Casey	15 min	DEI Community of Practice, college resources; our Council needs a liaison to join the Community of Practice
4. Teaching & Learning Strategic Priority	<input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	David	15 min	Review/provide feedback on the priorities and vote to approve
5. Proposal for work group re: Instruction in Spanish	<input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy	David	10 min	

	<input type="checkbox"/> Information			
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Future Agenda Items for Meetings			
Topic/Item	Category	Key Points: Provide 50 words or less on expected outcome	Facilitator
1. Teaching & Learning Council and Student Support Council at INSS	<input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	David and Danielle will schedule time during INSS inservice meeting for the two councils to be highlighted. What do you want to see?	
2. Annual Planning Retreat	<input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	Purpose, time needed, timing/scheduling	
3. INSS recommendation on priorities	<input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	Possible recommendation coming for us to consider in next year's priorities	
4. Assessment Committee update	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	Assessment committee's response, report on this year's activities	
Upcoming Meeting Date	Start Time	End Time	Location
June 6 2025	1:30	3:00	Virtual via Zoom

Members in Attendance	Council Co-Chairs: <input type="checkbox"/> Carol Burnell <input type="checkbox"/> David Plotkin Recorder: <input type="checkbox"/> Kelly White	Members: <input type="checkbox"/> Martha Bailey <input type="checkbox"/> Dustin Bare <input type="checkbox"/> Katrina Boone <input type="checkbox"/> Jennifer Bown	<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"/> DW Wood

		<input type="checkbox"/> Jil Freeman	<input type="checkbox"/> AJ Smith	
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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*