

# 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 05/02/2025--vote to approve or make changes
2. Committee reports	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information	Representatives from committees	30min	<ul style="list-style-type: none"> <li>Assessment Committee update</li> <li>Curriculum Committee: ISP 181 Related Instruction Policy (information)</li> <li>ISP 196 CTE Program Advisory Committee Handbook (New)</li> </ul>
3. Teaching & Learning Council and Student Support Council at INSS	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information	David	20min	David and Danielle will schedule time during INSS inservice meeting for the two councils to be highlighted. Meeting is 1.5 hours. What do you want to see?
4. Annual Planning Retreat	<input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	Carol	20 min	Purpose of retreat (primarily to set priorities for the year and discuss takeaways on process and procedures from this year), time needed, scheduling
5. Update on proposal for work group re: Instruction in Spanish	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision	David	5 min	

	<input type="checkbox"/> Advocacy <input type="checkbox"/> Information			
6. Update on draft AI Policy	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information	David	5	Board policy, ISP policy and procedure, how does our council support this work?
7. Membership for next year	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information		5	Adding new members; who is going on sabbatical, etc.
8. Communication Process & Online Resources	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information			<p>Formalize and make public to the College community our basic Council processes:</p> <p>How to get on the agenda, submit issues/requests/concerns, how to communicate out to college community, how to access our minutes and charter</p> <p>(Note: This may be a main topic at our retreat)</p>

Future Agenda Items for Meetings			
Topic/Item	Category	Key Points: Provide 50 words or less on expected outcome	Facilitator
<b>1. Budget Process</b>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	The role of this council and associated committees in the budget process	
<b>2. Follow up on Communication Process &amp; Online Resources</b>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	See above, also include Teams training	

<b>3. INSS recommendation on priorities</b>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	Possible recommendation coming for us to consider in next year's priorities	
<b>4.</b>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information		
<b>Upcoming Meeting Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Location</b>
Friday, October 3, 2025	1:30	3:00	Virtual via Zoom

<b>Members in Attendance</b>	<b>Council Co-Chairs:</b> <input type="checkbox"/> Carol Burnell <input type="checkbox"/> David Plotkin  <b>Recorder:</b> <input type="checkbox"/> Kelly White	<b>Members:</b> <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"/> 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

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*