

# TEACHING & LEARNING COUNCIL MEETING AGENDA



**Date:** October 3, 2025 | **Time:** 2:00-3:30 p.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			5 min	
<b>1. Ice breaker/Intros</b>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	David Plotkin / Carol Burnell	10 min	
<b>2. Discussing Microsoft Teams training, short survey</b>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information	Carol Burnell	10 min	
<b>3. Review of topics discussed in 2024-2025</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information	David Plotkin	10 min	
<b>4. Generative AI Task Force update</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information	Katrina Boone	15 min	
<b>5. Supporting Curriculum in Spanish – standing committee?</b>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy	Sylvia Valdes	15 min	

	<input checked="" type="checkbox"/> Information			
<b>6. Teaching and Learning Council Logistics</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information	Carol Burnell	20 min	
<b>7. Retreat preview</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information	David Plotkin	10 min	

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 and 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	
Upcoming Meeting Dates	Start Time	End Time	Location
<b>Retreat:</b> October 10, 2025	1:00 p.m.	4:00 p.m.	Virtual via Zoom
<b>Meeting:</b> November 7, 2025	2:00 p.m.	3:30 p.m.	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"/> Armetta Burney <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 <input type="checkbox"/> DW Wood
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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*