

Meeting Norms and Expectations

Expectations	Faculty Meetings/Power Team/Academic Committee Meetings
<p>Be Ready</p>	<p><u>Time and Place</u> Data Room/Media Center-Common planning or Announced Time Start on time –end on time. Minimum of 30 minutes, <u>if goals are not met additional meetings may be required.</u></p> <p><u>Participation</u> Be prepared and ready to participate Be fully present and involved; Express genuine feelings, no outside business Maintain focus on overall goal and person speaking</p>
<p>Be Respectful</p>	<p><u>Listening</u> Maintain focus on overall goal and person speaking Listen to and hear all viewpoints, but limit air time</p> <p><u>Decision Making</u> This is a decision making body; decisions made by the group can only be modified by the group We will reach decisions by consensus (Fist to Five) Publically support decisions made by the team</p> <p><u>Expectations</u> Cell phone on silent, no texting (understanding emergency situations, in basket if needed) Side bar conversations are not invited Agenda will be given with at least 24 hours</p> <p><u>What will we do if someone violates a norm?</u> The group agrees to respectfully redirect each other.</p>
<p>Be (Professionally) Safe</p>	<p><u>Confidentiality</u> Maintain confidentiality; what is said remains private as we work through data and complex issues of teaching Data/Results are used for continued learning and improving instructional strategies; not for evaluations Speak about learners and educators respectfully If concerned about an outcome made by the team seek administration for advice; no gossiping outside the group</p>