

FAB Meeting Agenda

I. Introductions

- a. Introduce members of the FAB team
- b. Explain how the FAB Dashboard will be used to summarize survey responses
- c. Explain that the survey data and team dialogue will guide the development of a FAB Action Plan
- d. Summarize the Agenda

II. Review Priority of Inclusion

- a. Use FAB Dashboard to share the cumulative data and identify the priority area for inclusion through group consensus
- b. Allow for additional dialogue as needed
- c. Use the FAB Action Plan to capture the priority of inclusion

III. Review Barriers to Inclusion

- a. Use the FAB Dashboard to review barriers, as reported through survey responses
- b. Discuss the barriers further with the team to assure all have been identified and explained
- c. Use the FAB Action Plan to capture the barriers

IV. Identify Strategies to Remove Barriers

- a. Facilitate a conversation focused on specific strategies that can reduce or remove the identified barriers
- b. Use the [FAB Resource Site](#) to find additional resources and UDL-aligned strategies that can reduce or remove the identified barriers
- c. Select strategies that the team intends to use and record on the action plan.
- d. Discuss if further coaching or professional development is needed for implementation
- e. Decide how data will be collected to monitor success of the selected strategies

V. Plan for Next meeting

- a. Discuss how the strategy is successful
- b. Discuss using the FAB process for another inclusion priority
- OR
- c. Discuss how the strategy is not successful
- d. And how can the strategy be adjusted
- e. Decide how data will be collected on the new strategy