

# (Random Group) PLC Agenda

Date: 9/7/17

## Meeting Norms:

- 1.) Start/End on Time
- 2.) Student/student learning centered issues
- 3.) Meetings based on specific
- 4.) Wrap up the meetings' end

**Materials to bring to meeting:** Course standards

## PLC Members:

## Goals/Outcomes:

- Essential Outcomes set for each course and department due by the end of Semester I.

**SMART Goal:** Working on it!

Topic for Discussion	Who?	Estimated Time	Minutes
<b>Opening:</b> Review norms; Assign recorder to take and submit minutes, Assign time keeper, etc.	Amy/John	5 minutes	-John reviewed and reminded us of the norms and will keep track of the time -Amy will take notes during the meetings and get them submitted
Reviewed our standards	Entire Group	10 minutes	-Discussed how different and similar standards are in the groups, and how this may be a challenge to review
Discussed Future PLC's	Entire Group	15 minutes	-Discussed what we would like to get out of our PLC's -Brainstormed on future topics -Brainstormed a list of questions that we had for Melany about our PLC group
Next Meeting Ideas	Group	10 minutes	Review standards and create essential outcomes for the group
Create agenda for our next PLC			

## DuFour's Questions that should guide our work?

- ? What do we want our students to learn?
- ? How will we know they have learned it?
- ? How will we respond when a student experiences difficulty?
- ? How will we respond when a student already knows it?

## Expectations for Agendas and Minutes:

**Agendas:**

- should be given to all team members **at least** a day in advance.
- should include goals or expected outcomes.
- should include specific topics for discussion with estimated times listed.
- should include meeting norms agreed upon by team.
- should use the format shown above.

**Minutes:**

- should be typed in the minutes column of the agenda.
- should be emailed to all PLC participants within 2 days.
- should be read by all PLC participants. When tracked-out staff return, they should read minutes from all missed meetings.
- Email or hand-deliver completed meeting notes to building principal.