

PLC FACILITATOR PREPARATION AND AGENDA CHECKLIST

BEFORE YOU START

Who are you as a facilitator?

What's your meeting style?

Get to know your audience.

When do you meet and how does this impact your members?

What challenges are your members facing outside of the committee?

Develop a template.

What is the best way to hold this meeting?

Establish a process of how you approach agenda items each meeting.

Determine note taking process and disbursement.

AGENDA; SCHEDULING AND ITEMS

- ☐ Create agenda (by date) _____
- ☐ Standard Details
 - Time
 - Location
 - Duration
 - Contact Information
 - Note Taker
 - Misc.
 - _____
 - _____
 - _____
 - _____
- ☐ Meeting Focus (Main Topic) _____
- ☐ Additional Topics
 - _____
 - _____
 - _____
 - _____
- ☐ Special Instructions
 - _____
 - _____
- ☐ Disperse agenda (by date) _____

SAMPLE AGENDA

Agenda for PLC Meeting #6
Friday, January 25, 2019, 1:00-3:00 PM

Location: West Commons, Frio

Focus on Collaboration/Teamwork.

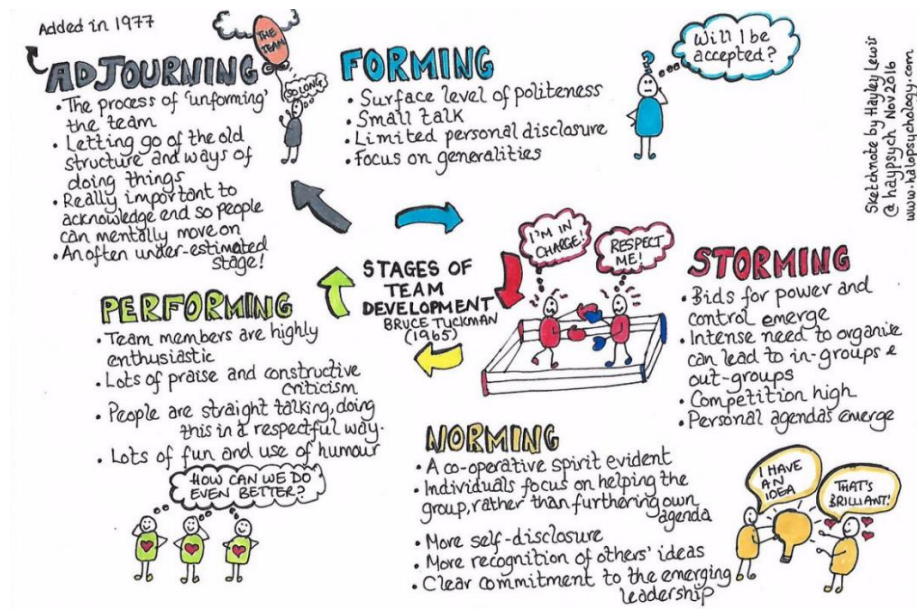
Goal: Assessing Student Success with Collaboration/Teamwork through classwork or interaction using QEP Section IX process

Melanie Mason CoLA - Communication [Facilitator]
mamason@uta.edu
XXX-XXX-XXXX

AGENDA ITEMS:

1. Lunch (Vouchers will be provided - Dr. Clark will be at the West Commons beginning at 12. Arrive when is convenient for you - you can eat before, during, or after the meeting - "to go" options are available).

Thought for the day...



(Lewis, and Tuckman)

2. Today's topic: **Organizational Values (and their effect on Teamwork)**

a. Definition

These guide the perspective of the organization (or class) as well as its actions. Defines the culture and beliefs and how problems and issues are confronted.

[UTA VP of Student Affairs](#)

CORE VALUES

Learning

We value lifelong learning by providing engaging real world opportunities that enhance the classroom experience by teaching our students valuable life skills, which prepare them for success after college.

Community

We value community and we continually work to strengthen our ties to the University, the city of Arlington, and beyond through active citizenship, traditions, teamwork, and collaborations.

Academic Success

We value academic success as demonstrated by our inclusive approach to student development through our network of comprehensive and interactive programs and services.

Diversity

We value and appreciate diversity by promoting education, respect, and civility through our inclusive and accessible programming and services for all students.

Personal Development

We value personal development by providing a welcoming and stimulating center for student life filled with resources and helpful staff members that promotes growth and self-development and aides in developing students' strengths and talents.

Professionalism

We value professionalism, respect, and interpersonal excellence by providing high quality services and programs which enhance the student experience, respond to the changing demands of the University environment, and prepare our students to have polished interactions during and after their time at UTA.

Free Expression

We value and support an individual's right to free expression of thoughts including the right to hold and voice opinions, in addition to the right to seek, receive, and impart information and ideas.

Mental & Physical Wellness

We value the mental and physical wellness of our campus community by providing

holistic programs, activities, and services that help create healthy lifestyles.

Which of these do you currently integrate?

What is your definition of your classroom culture/values?

b. Helpful Links/articles

[How to Establish Values on a small team](#) – Harvard Business Review
[Organizational Culture and its impact on Team Performance](#) – ActiveCollab blog
[How to build a Teamwork Culture in your organization](#) - The Balance Careers
[Five stages of Team development](#) – Luman Learning

3. Kendra: a. Qualtrics representative, reports, and support services
b. Higher Order Teaching and Learning Institute
HOTLinstitute.org

4. **Teamwork Assignment/Activity Workshop**

Bring what you are working on and we will “spitball” it in committee. :-)

5. QEP Alignment

Task list

Continue to refine and work on Spring proposal

Member list with contact information

Scheduled Dates for 2018 - 2019 - Please add these dates to your calendar

Welcome/Introduction	September 14th	Central Library 411 A
Combined Meeting Assessment with Rebecca Lewis	October 5th Scribe: Martin Wallace	Frio West Commons
<i>It begins with Leadership</i> <i>Personal awareness—what is your leadership style</i> <i>Project Confirmation with assessment expectations</i>	October 19th Scribe: Kendra Wallis	Central Library 411 A
<i>OER Overview with Michelle Reed</i> <i>How to create a trusting environment</i>	November 9th Scribe: Monica Zhan	Nedderman Hall 315-1-1:45 Central Library 411 A-2-3:00
<i>Authentic Leadership</i> <i>Student Recognition</i>	November 30th Scribe: Martin Wallace	Central Library 411 A
Optional Meeting (Online)	January 11th Scribe:	Google Doc
<i>Organizational Values</i> <i>Teamwork Assignment Workshop</i> <i>QEP Alignment and Assessment</i>	January 25th Scribe: Melanie Mason	West Commons Frio
<i>Team Alignment and Shared Responsibilities</i>	February 15th Scribe:	West Commons Frio
<i>Team Relationships</i>	March 8th Scribe:	West Commons Frio
On-Campus Colloquium	April 19th	Red River Room
Lunch with Provost	May 13th	

NOTES:

REFERENCES

- "7 Steps To The Perfect Meeting Agenda". *Less Meeting*, 2019, <https://lessmeeting.com/7-steps-perfect-meeting-agenda/>.
- Heathfield, Susan M. "How To Develop A Meeting Agenda That Will Yield Your Desired Outcomes". *The Balance Careers*, 2019, <https://www.thebalancecareers.com/how-to-develop-an-effective-meeting-agenda-1918731>.
- Lewis, Hayley, and Bruce Tuckman. "Teams Sketchnotes". *Halopsychology.Com*, 2019, <https://halopsychology.com/free-resources/sketchnotes/teams/>.
- Schwarz, Roger. "How To Design An Agenda For An Effective Meeting". *Harvard Business Review*, 2019, <https://hbr.org/2015/03/how-to-design-an-agenda-for-an-effective-meeting>.

