ARC Online 2.0 (2018-2019)

Meeting Agenda

NAME OF COUNCIL/TEAM: ARC Online 2.0 (2018-2019)

OBJECTIVE OF MEETING: Project Kickoff

DATE: 09/18/2018

TIME: 12:00pm - 1:30 PM

LOCATION/ROOM #: ITC Conference Room

CALL-IN NUMBER: CALL-IN CODE:

FACILITATOR(S): Marsha Reske & Daniel Gilbert-Valencia

TIMEKEEPER:

ASSISTANT: Tatyana Torgshev

ATTENDEES:

SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):

Basecamp: (https://3.basecamp.com/3941110/projects/8597220) Charter, Team Folders with getting started questions; Related research

UPDATES AND BRIEF REPORTS

| Topic | Person(s) Responsible | Time Alloted |
|---|--|-----------------|
| Welcome and Introductions | Lisa Lawrenson and Tressa Tabares | 10 min. |
| Project Overview - Why is this project happening? - Project Charter: What does the project involve? · Project scope · Timeline and deliverables · Key stakeholders | Marsha Reske, Project Lead | 20 min. |
| Tentative Work Plan -Work Plan: How might we accomplish the deliverables? -Subteams -Group feedback and input · Suggestions on work plan adjustments · Potential meeting schedule (see Basecamp>Project Files>tentative monthly meetings>Doodle · Introduction to Basecamp and IGOR | Daniel Gilbert-Valencia: Project Co- Lead | 20 min. |
| Getting Started -Expectations for participation (Basecamp, etc.) - Team Folders · Initial research and resources · Sharing ideas · Homework 1: Answer Q's by 9/25 · Lead assigned to your team will contact each team during that week | Marsha Reske and Daniel Gilbert- Valencia | 25 min. |
| Q & A/Wrap-up | Marsha Reske and Daniel Gilbert- Valencia | 10 min. |

ACTION ITEMS:

| Question | Person(s) Responsible | Time Allotted |
|---|--|------------------|
| Does the team support the sub-team selection? | Marsha Reske and Daniel Gilbert- Valencia | 5 min. |
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DISCUSSION ITEMS:

| Question | Person(s) Responsible | Time Allotted | |
|----------|-----------------------|------------------|--|
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| ITEMS FOR FUTURE CONSIDERATION: | | | |
|---------------------------------|--|-------------------|--|
| Topic | | Contact Person | |
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| OTHER INFORMATION: | | | |

2025 - American River College Shared Governance