

**Agenda: First Work Session
Learning Evidence Team
Wednesday, February 18, 2004
2:00-4:00 PM DTC Conference Rooms A & B, First Floor**

This detailed agenda is provided so that we can move effectively to accomplish the work before us.

2:00 – 2:10 Welcome & Light Refreshments (Cookies and Drinks)

2:10 – 2:40 Charge to the Learning Evidence Team

2:40 – 2:50 Questions and Comments about the Charge

2:50 – 3:00 Break

3:00 – 3:20 Principles and Procedures for Productive Work Sessions

- The team will consider the most important principles and procedures to ensure productive and satisfying work sessions. (If you like, you can review the PowerPoint on "Mastering the Art of Meetings" by the Rowland Communication Group attached to your email. While this is aimed at business, it has some very interesting things to say about productive work sessions.)
- Please prioritize your ideas.

3:20 – 3:50 Taking Stock: Perceptions and Priorities

- Please capture the ideas you are bringing to the table concerning "evidence of learning" and the possible work of this team on the form attached. Then prioritize these ideas so that we share our most important ideas during this half hour. The Chairs will collect these forms in order to preserve these ideas, distribute them to the group, and have them available for future discussions.
- In a quick, "once around the table," each of us will share the one idea that is most important to us. In this way, we will begin to define our starting points for future discussion and investigation.

**3:50 – 4:00 About the Next or Second Work Session:
Tuesday, March 9, 2:30-4:30, West Campus: 6-202.**

- A Tuesday was chosen for the second work session in order to make the meeting available to those who have classes or commitments on Wednesdays. Telephone hook-ups will be available for any team member who is available, but who cannot travel to West Campus.
- The second work session will include a seminar-style discussion of the two articles: one from Professor Jim Belcher, a member of this team; and the other, "Doing Assessment As If Learning Matters" by Thomas A. Angelo.
- A schedule of future meetings, rotating among campuses, will be distributed at the second work session.