

Meeting Agenda

Department Chair Meeting

November 8, 2012

3:40-4:40

PCR

Purpose of Meeting:

- Share best practices
- Improve as a department chair team

Desired Outcomes

- Learn effective facilitation strategies
- Learn to manage department and PLC time

Agenda Items:	Strategy Used:	Facilitator:
Introduction/Trust Builder	Pair-Share	M. Sotomayor
Setting the Context	Understanding by Design	C. Garibaldi
Share about department / PLC meetings	Share Out	All Chairs
Create Agenda	Handout	All Chairs
Department vs PLC Time	Discussion	All
Concern / Parking Lot	Question / Answer	X. Chavez
Discuss Tuesday Agenda	Handout	M. Sotomayor