

Minutes of Coaches Meeting, 12/03/2012

Attending: Kristi Arford, Paul Chanley, Linda Desjardins, Gail Stuart, Jim Sullivan, Suzanne Van Wert, Elle Yarborough

Discussion: Suzanne distributed 3 important items to the coaches:

1. The portion of the PIF grant which describes the goals, strategies and desired outcome of the grant activities
2. The VALUE rubrics for all 15 skills, to be used in full or in part as coaches begin working with faculty on creating assignments
3. A template for keeping track and reporting their activities for the grant

Although we did not choose specific dates, we narrowed down times which may be workable for all of the coaches. **Tuesdays from 4 – 6 p.m. was selected as one time slot**, specifically to encourage evening faculty to participate. We agreed that we would probably be able to reach more day faculty if we repeated the workshops on **Mondays or Fridays at noon**, when no classes are scheduled. We will conduct this noon hour as the first hour of the 2-hour workshop, with all coaches meeting with their groups at the same time and place, but at round tables in a large conference area. This will give coaches a chance to disseminate general information and ideas about creating assignments (or modules or rubrics, etc.) with their core skill to all of the workshop participants. The coaches will then schedule the second workshop hour according to the needs of their participants. It was agreed that the second hour would be face-to-face and that the workshop attendees would benefit from working with each other along with the coach. Attendees would need to participate in both hours in order to receive the stipend, and would need to produce something (assignment, etc.) as a result of the workshop. Individual coaching hours may be scheduled as desired by participants.

We selected early February, early March, early April, and early May as targets for the 4 distinct workshops. Once the Academic Affairs meeting calendar is firmed up for spring 2013, Suzanne will check for open Monday/Friday noon time slots, create a tentative schedule of workshops, and then solicit input from the coaches before firming up actual dates.

Submitted by: Suzanne Van Wert