

Sunday, March 6, 2016 1:54 PM

Type of Meeting: SET	Date: March 7, 2016	7 Norms of Collaboration	
Attendees: MG, KB, JS, AT	Copies to: SET, all staff	<ul style="list-style-type: none"> • <i>Pausing</i> • <i>Paraphrasing</i> • <i>Putting Inquiry at the Centre</i> • <i>Probing for Specificity</i> • <i>Placing Ideas on the Table</i> • <i>Paying Attention to Self & Others</i> • <i>Presuming Positive Intentions</i> 	
Attachments /links:			
Agenda:			
	Item:	Intention:	
1	SAC transition summary	Clarify	
2	Student Survey & Data Analysis & PGP	Feedback / Next steps	
3	Student of concern	Inform/Seek input	
4	MOD	Feedback/Next steps	
Outcomes:			
	Description	By Whom	By When
1	SET discussed approaches for ensuring that current SAC responsibilities are fulfilled.	SET	-
2	Section Heads will remind staff about sending in their Student Survey & Data Analysis summary. KB and JS will meet to discuss the analysis with colleagues in the fourth year of their contract. SET reflected on the implementation of the Professional Growth Programme and how this should be implemented next year, including ways to streamline the Snapshot record process	SET	Mar 8 2016-17
3	SET planned the communication of student support with teachers.	SET	Mar 8
4	SET discussed ways to improve communication about who is the MOD.	Arden & Arek	Week 26

Intentions:

Inform/Confirm	Elaborate/Investigate	Reform/Create	Decide
Seek Input	Next Steps	Final details	Reflect
Brainstorm	Feedback	Humour	Thank
Clarify	Evaluate	Propose	

