

EFFECTIVE STATE COUNCILS *MEETING PLANNING*

MIC-3 October 2017
Annual Meeting

New York Interstate Council



- Nominated by Governor Cuomo
- Nominated by Education Commissioner Elia
- Out-reach for a broad constituency
- Open meeting laws for transparency and community engagement

























Meeting Agenda date - time						
Topic: 1.		Attendees: Facilitator: Note Taker: Time Keeper:				
Meeting Objective: 1.						
To prepare for this meeting, please:						
<ul style="list-style-type: none"> • Read this agenda • 						
Schedule: [X minutes]						
Time	Minutes	Activity				
9:30 am to 9:35	X	Check-in and review roles, objectives of this meeting, and how they connect to the objectives for our remaining team meetings this year				
9:35 to 9:40	X	Review next steps from our previous meeting and how we prepared for this meeting				
9:40 to 9:45	X	Review plus/deltas from our previous meeting: <table border="1" data-bbox="821 731 1470 831"> <thead> <tr> <th>Plus</th> <th>Delta</th> </tr> </thead> <tbody> <tr> <td>•</td> <td>•</td> </tr> </tbody> </table>	Plus	Delta	•	•
Plus	Delta					
•	•					
9:45 to 10:20	X	OBJECTIVE 1				
10:20 to 10:55	X	OBJECTIVE 2				
10:55 to 11:15	X	OBJECTIVE 3				
11:15 to 11:20	X	Review next steps				
11:20 to 11:30	X	Assess what worked well about this meeting and what we would have liked to change: <table border="1" data-bbox="821 1188 1470 1288"> <thead> <tr> <th>Plus</th> <th>Delta</th> </tr> </thead> <tbody> <tr> <td>•</td> <td>•</td> </tr> </tbody> </table>	Plus	Delta	•	•
Plus	Delta					
•	•					

Topic: 1. Status of proposed regulation 100.5 (d) (5) for Board of Regents consideration 2. Next steps to disseminate updates to NYS administrators and guidance personnel 3. Review current issues brought to the Compact Council members		Attendees: NYS Council Members and ex-officio members Facilitator: Debra Jackson Note Taker: Michi Carl Time Keeper: Lisa Beatha	
Meeting Objectives:			
1. Review final draft of Q/A document for dissemination 2. Develop action steps to share documents statewide			
To prepare for this meeting, please:			
<input type="checkbox"/> Confirm your attendance (email: djackson2@me.com) <input type="checkbox"/> Consider additional items you want to discuss to be included in the "parking lot"			
Schedule: [270 minutes]			
Time	Minutes	Activity	
10:00 – 10:30		Arrival and set-up	
10:30 – 10:35	5	Welcome council members and introductions	
10:35 – 10:45	10	Review plus/deltas from our previous meeting:	
		Plus	Delta
10:45 – 10:50	5	Accept Minutes from the following meetings: 4/21/2017	
10:50 – 12:00	70	Follow-up on "next steps" from our previous meeting 1: Council member Marybeth Casey on status of proposed regulations and recap of progress to date. 2: Final review of Q/A to before dissemination to stakeholders.	
12:00 – 12:15	15	Status of 2018 dues invoice from MIC-3 2017 - \$11,827 paid 5/16/2017 2018 - \$11,366 period 7/1/17-6/30/18; due 7/31/17 Update on the MIC-3 revised website launch	
12:15 – 1:00	45	LUNCH and conversations	
1:00 – 2:00	60	Roundtable discussion: the current unresolved matters and recent challenges brought to council members and to MIC-3	
2:00 to 2:20	20	"Parking Lot" items, comments, and inquiries	
2:20 to 2:35	15	Re-state next action steps and set next meeting date	
2:35 to 2:45	10	Assess what worked well about this meeting and what we would have liked to change:	
		Plus	Delta
2:45 to 3:00	15	Closing Comments	

Meeting Wise Checklist

Meeting Date: _____

Attendees: _____

		Yes	No
Purpose	1. Have we identified clear and important meeting objectives that contribute to the goal of improving learning?		
	2. Have we established the connection between the work of this and other meetings in the series?		
Process	3. Have we incorporated feedback from previous meetings?		
	4. Have we chosen challenging activities that advance the meeting objectives and engage all participants?		
	5. Have we assigned roles , including facilitator, timekeeper, and note taker?		
	6. Have we built in time to identify and commit to next steps ?		
Preparation	7. Have we built in time for assessment of what worked and what didn't in the meeting?		
	8. Have we gathered or developed materials (drafts, charts, etc.) that will help to focus and advance the meeting objectives?		
Pacing	9. Have we determined what, if any, pre-work we will ask participants to do before the meeting?		
	10. Have we put time allocations to each activity on the agenda?		
Pacing	11. Have we ensured that we will address the primary objective early in the meeting?		
	12. Is it realistic that we could get through our agenda in the time allocated?		

Source: Boudett, K.P., & City, E.A. (forthcoming). *Meeting Wise*. Cambridge, MA: Harvard Education Press. All rights reserved. Please include citation if you choose to use this checklist. For more information, contact Melita_Garrett@harvard.edu.

Meeting Wise Checklist

Source: Boudett, K.P., & City, E.A. Meeting Wise.
Cambridge, MA: Harvard Education Press.

Please include citation if you choose to use this
checklist. Copyright © 2013 The President and
Fellows of Harvard College

<http://www.gse.harvard.edu/datwise>

Meeting Wise Checklist - Purpose

1. Have we identified clear and important meeting objectives that contribute to the goal of improving learning?
2. Have we established the connection between the work of this and other meetings in the series?
3. Have we incorporated feedback from previous meetings?
4. Have we chosen challenging activities that advance the meeting objectives and engage all participants?

Meeting Wise Checklist - Process



5. Have we assigned roles, including facilitator, timekeeper, and note taker?
6. Have we built in time to identify and commit to next steps?
7. Have we built in time for assessment of what worked and what didn't in the meeting?

Meeting Wise Checklist - Preparation



8. Have we gathered or developed materials (drafts, charts, etc.) that will help to focus and advance the meeting objectives?
9. Have we determined what, if any, pre-work we will ask participants to do before the meeting?

Meeting Wise Checklist - Pacing

10. Have we put time allocations to each activity on the agenda?

11. Have we ensured that we will address the primary objective early in the meeting?

12. Is it realistic that we could get through our agenda in the time allocated?

Norms (Examples)

- Transparency is paramount speak openly and honestly.
- Follow the established agenda and the time limits.
- The timekeeper will hold us to the rules.
- Use the “parking lot” for your additional questions or comments.