

Winter 25 Meeting

DATE: 02/07/25

TIME: 10:00am-12:00pm

LOCATION: <https://us02web.zoom.us/j/77304395370?pwd=9OqSGF3X6Tu8FwDG4OUtm0q2yHDBoR.1>

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|  | **TIME** | **TOPIC** | **OWNER** |
| 1. | 10 min | **Welcome & Proposal Update** | Janice |
| 2. | 10 min | **Board Updates, Reminders, & Information:** (10:10 am)* Enhancing membership to include all WA CTC’s
	+ Still seeking information members from **Centralia, Bates, Clover Park, Pierce Fort Steilacoom, Pierce Puyallup, and Spokane Falls** if anyone knows or has contact with anyone in these areas.
* Reminder, meetings will be held quarterly on a Friday, 2-hour duration.
	+ Poll: 9am-11am or 10am-12pm?
 | Julia |
| 3. | 20 min | **Teams Interactive Exercise:** (10:20 am)* Instructions for accessing Teams (Jeffrey)
* Scavenger Hunt! (All)
	+ In Teams introduce yourself, your college, and the Special Topic that interests you most or propose a Special Topic not listed.
	+ Where would you find a copy of our Meeting Agendas and Minutes? (list answer in chat)
	+ How do you ask a question of our group? (list answer in chat)
 | Jeffrey/All |
| 4. | 10 min | **Form Responses:** (10:40 am)* Review results for Tutoring Structures/Organization
* Review results for Tutoring Certifications and Memberships
 | Lindsey |
| 5. | 20 min | **Breakout Rooms:** (10:50 am)Enter the breakout room with the Special Topic you wish to research and potentially present/share about. Discuss and brainstorm:1. What is our special topic?
2. Who is willing to take lead on this topic?
3. How does/is my program/institution impacted/interact with this topic?
4. What are ways this is different or the same from others in the room?
5. What proposals/requests/information would you recommend for those interested in gaining support in this special topic?
6. Who is willing to be a contact or mentor in this topic?
7. Are there online resources that could be linked in Teams for this topic?
8. Should this group meet to further flesh out this topic and present full information to the group in a future meeting?
9. Is the information gathered here better communicated out via Teams discussions and presentations?
 | All |
| 6. | 40 min | **Special Project Sharing:** (11:10)* Who is taking lead on Special Project
* Brief synopsis of what was discussed in breakout rooms
* Plan for finding additional information, where/how it will be shared (i.e., presentation at future meeting or repository in Teams Site)
 | All |
| 7 | 10 min | **Wrap up:** (11:50)* Next meeting (Spring)
	+ 5/16 or 5/23
* Questions, Concerns, Comments
 | All |