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**Student Services Leadership Meeting**

[Date]

9 a.m. to 11 a.m.

Hyflex: President’s Conference Room & Teams link

**Ruby’s Items** *(20 min)*

* Updates from cabinet
* [other]
* My schedule

**[important variable topics; as many as needed]** *(est. time)*

Leader: [name]

Goal: [purpose of topic]

**Weekly Problem Solving Topic** *(30 min)*

Facilitator: [name; should rotate]

Notetaker: [name]

The weekly Problem Solving topic should be:

* Singular: Make one request, not two or three jammed together. ​
* Simple: Group members should be easily able to remember your request. ​
* Keep it short! Practical: It should relate to an ongoing, active challenge in your practice/work. ​
* Actionable: It should relate to something about which you are empowered to change.​
* Inviting: It should encourage people to become more curious about and invested in your work. ​
* Energetic: It should reveal your enthusiasm for moving forward with solutions.​

The format for addressing the problem will follow:

1. **“Could you help me…”:** Presenter asks for help related to a challenge in their ongoing/upcoming work, with brief context/background to provide a frame. (~2 mins) ​
2. **“Share more about…”:** Group inquires about the context/circumstances surrounding the question. Note: group members should refrain from offering advice. Note: At the end of this step, the facilitator asks if the presenter wants to share additional context. (~6 mins) ​
3. **“This makes me think of…”:** Group members share experiences and stories that this challenge makes them think about, related to work or broader life experiences. Note: presenter listens quietly during this time. (~6 mins) ​
4. **“You might try…”:** Group members provide suggestions about wise next steps to move the work forward. Note: presenter is still listening quietly. (~6 mins) ​
5. **“What struck me…”:** Presenter shares briefly about the most notable, interesting, and/or useful aspects of the discussion. (~2 mins)​

**As time allows:**

* Long Term Planning:
  + Accreditation
  + Mission Fulfillment Planning
  + EDI & GP
  + Division Goals & Assessment
* Round Table Updates
* CARE Team Names
* Items for VPSS Weekly Updates (including appreciations)
* Create Next Agenda (Stu Svc Leadership and Joint ISS meetings)
* Open Forum for Questions/Concerns

**Outstanding action items from prior meetings:**

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| --- | --- | --- |
| **Action Items:** | **Responsible Party:** | **Deadline:** |
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