**Meeting Agenda & Minutes – 10/8/14**

10:00 AM, October 8, 2014 | Location: Alumni 121

Agenda

*(Please add your items below before 8:00 AM)*

# Meeting Objective(s)

* Build connections
* Define group needs and purpose related to meeting together

# New Business

* Introduction of members
* Purpose of Staff Center
* Introduce Appreciative Inquiry as a tool for gathering data
	+ Pair up with someone you don’t know well
	+ 5 minutes each to interview partner using the handout
	+ Small Group Share out - 60 sec to tell other person’s story to the group
	+ Group keeps track of what themes they are hearing - listeners are filling out interview notes
	+ Whole Group share out - One group member shares common themes that were found
* Discuss Future Steps for this group:
	+ Liaison for learning community
* **Ticket out the Door - Collect Interview Guide and Survey**

Attendees

|  |  |
| --- | --- |
| Present? | Participant |
|  | Angie Buys |
|  | Erin Diehm |
|  | Vicky Deur |
|  | Jody J Gardei |
|  | Lori Kelsey |
|  | Gary Lutz |
|  | Leah Monger |
|  | Scott Thede |
|  | Kathryn Van Ness |

Scribe

Minutes/Notes

Action Items

* Create and Post Meeting Norms in the Room
* Data Analysis
* Send meeting minutes and a meeting “site” for resources, products, goals, etc. to group through OneDrive

Next Meeting Agenda Items

* Meeting Norms
* Data Analysis Findings Presentation
* Needs Analysis
	+ Ideal skills all staff members would posess
	+ List of end users/targets of those skills (staff member groups)
	+ How might these users be developing skills currently
	+ What needs exist to move each set of users to the “ideal”
* Create group Goals/Purpose