

Meeting:		Graduation Guidelines 21 st C. Skills Work Force Group			
Date:	December 11, 2013	Time:	9:30 a.m. – 2:30 p.m.	Location	Daniels Fund 101 Monroe St. Denver, CO 80206 303.393.7220 https://maps.google.com/maps?q=Daniels+Fund,+Monroe+Street,+Denver,+CO&hl=en&ll=39.718353,-104.945408&spn=0.007609,0.015943&sll=40.02931,-105.239977&ssp=0.254738,0.510178&oq=daniels+fund&hq=+loc:+&t=m&cid=2422419999724147377&z=17&iwloc=A
Meeting Leads:	Becky Russell, 720.480.9636 Nancy White, 719.360.3804				
Group Members:	https://docs.google.com/spreadsheet/ccc?key=0AizloTthg-EVdE9MTFZmZGhGWmhMZWN2RUI5WIR3RkE&usp=sharing				
Meeting Objectives:	<ul style="list-style-type: none"> • Kick off meeting for work group • Establish goals, expectations and schedule • Begin work on Deliverable 				
Time	Agenda Item	Notes & Next Steps			
9:30-10:00	Welcome	1) Introductions /overview of meeting outcomes - 10 min			
10:00 – 11:15	21 st c. Skills Background Knowledge/Assessment Activity **Take break as needed	All group			
11:15 – 12:00	Goals Group Expectations Deliverables Target Dates	Overarching goal for this work group Group expectations - share ours and get any additional feedback Deliverables/Target Date 1) Promising/Best Practices Have vision but ensure practicality and differentiation. Consider both challenges/opportunities and skills/abilities valued by industry today			

		<p>TARGET TIME – Dec 2013</p> <p>2) Implementation Recommendations</p> <p>3) Student Pathways TARGET TIME for #2 and #3 – Jan/Feb. 2014</p> <p>4) Tools/Resources /Written Record meetings and relevant discussions TARGET TIME – Ongoing from December - May 2014– group members upload throughout</p> <p>-Tools/Resources to Group Google Doc -Tools for assessment, -Tools for instruction; -Tools for professional development, -Tools for communication</p> <p>5) Stakeholder information Messages/Connections for Stakeholders TARGET DATE – APRIL</p> <p>6) Final deliverables overview/Revisions – May</p>
12:00 – 12:45	LUNCH	Bring Your Own Lunch
12:45-2:00	Deliverables Work	<p>Promising/Best Practice</p> <ul style="list-style-type: none"> ○ Criteria - small groups and then whole group share out for master list ○ Share A20's list of criteria ○ What do we change or add
2:00 – 2:30	Conclusion Wrap	<p>Set dates – JAN, FEB, Late APRIL, MAY</p> <p>Q/A</p> <p>Evaluation of meeting</p>

Evaluate the Meeting:		
We stayed on track:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
We achieved the meeting outcomes:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
We clarified next steps:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
This meeting was time well-spent:	<input type="checkbox"/> No	<input type="checkbox"/> Yes

How can we improve the next meeting?