7 September 2011

English I Course Team: All members present: Kevin Lakani, Olivier Loubieres, Maria Hothem, Gwen Krull, Jennifer Firer (recording)

Team reviewed Course Team Structures and Responsibilities:

* Team determined that note taking would be done on a rotating basis.
* Relative to common assessment, Team already agrees we share the “Cat in the Hat” analytic paragraph done first quarter and an ACT style test on Literary Terms. (Team considers both these assessments formative.)

Team started its review of Course Team Norms Worksheet:

This team acknowledges from the outset that Olivier and Gwen have commitments to other departments and while they are deeply committed to this team, Jennifer, Kevin, and Maria agree to be flexible and communicative when other responsibilities prevent Olivier and Gwen from attending English I meetings.

**Listening:** How we will encourage active listening and discourage interrupting? Self monitoring and humor.

**Confidentiality**: Our course meetings are by default open as we are expected to post notes of the meetings on the Wiki. The course work will be shared public, but specific information about individual students will not be.

**Decision Making**: Will be primarily based on consensus, but we acknowledge that at times we will default to majority rule.

**Participation:** We acknowledge that our team members are eager to participate and have strong collegiality relationships. Team facilitator, her role, notes and record keeping and communicating with secondary members have all been pre-determined, though this team has agreed to share note taking responsibilities.

**Expectations:** We expect transparency and collegiality and bagels. If someone is not actively participating we have agreed to compassionately inquire as to the reason and to encourage a return to commitment to the team. We will discuss how to evaluate our success at our next meeting.

**Next Meeting: Wednesday, September 21** (Maria’s room) Agenda items: How we will evaluate our success, discuss self assessment and plan team goals. Action to be taken prior to next meeting: None.