

CCC Meeting Agenda:

October 28, 2020 (Virtually via Google Meets)

11:00 a.m. – 12:00 p.m.

Old Business

Approval of Minutes from March 2020

New Business

30 minutes

- Elect a Chair
- Approval of Charter & Goals ([Review 2019 Charter](#))

15 minutes

- Updates since March
 - [Review Beginning of the Year Checklist](#)
 - Review Communication Protocol
 - [Who Do I Call Sheet?](#)
 - Review where we are with Syntax

EFFECTIVE COLLABORATION NORMS AND GUIDELINES

Suspend Certainty:

- Remain open minded.
 - Commit to big picture, not personal interest. Inquire into the ideas of others before advocating for one's idea.
 - Putting all ideas on the table, this creates meaningful dialogue and discussion.
 - Presume positive intentions of each member, this can prevent unintentional put-downs.
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Respectful Responses:

- Putting all ideas on the table, this creates meaningful dialogue and discussion.
 - Presume positive intentions of each member, this can prevent unintentional put-downs.
 - Pause before responding to enhance dialogue and decision making.
 - Pay attention to self and others, be aware of what you are saying and how it is said as well as how others are responding.
 - Paraphrase to indicate that you are an active participant and understand the conversation.
 - Encourage a spirit of inquiry, balance advocacy with inquiry, so as not to rush to decision making nor leave issues without closure.
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