

Phoenix College Web Steering Committee Meeting

Agenda

April 20, 2005

Meeting Rules

Start on time, end on time	Stay on track
Monitor your own participation	Limit side conversations
Respect each other's ideas and work	One speaker at a time – don't interrupt
Be an active listener	Honor confidentiality
Disagree and clarify when appropriate	Be willing to invest the time for inquiry when appropriate
Consider the entire system	Build shared meaning
Keep an open mind	Have deliberate patience
Have Fun	

Meeting Objectives / Agenda

10:00 – 10:05	Welcome
10:05-10:10	Review Minutes
10:05 – 10:15	CMS Training Update
10:15 – 10:20	Update on Server
10:45-10:55	Review of Department Liaison Meetings: Arts and Human Sciences (meeting scheduled for Friday, April 22 nd)
10:45-10:55	Propeller/1011 Update
10:55-11:10	Review/revision of timeline
11:10-11:20	Evaluating training and implementation
11:20-11:25	Other issues
11:30	Next Meeting, May 4 th , 2005 – Library Multi Purpose Room Agenda items for next meeting: