

Vision

*All students in Colorado will become educated and productive citizens capable of succeeding in society, the workforce, and life.*

Goals

*Every student, every step of the way*

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Meeting Logistics & Desired Outcomes

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| **Meeting:** | **Graduation Guidelines ICAP Work Group Meeting** | | | | |
| **Date:** | **Dec. 12, 2013** | **Time:** | **9:30 – 2:30** | **Location:** | **Daniels Fund** |
| **Meeting Lead:** | Andrew Tucker, Lauren Jones & Misti Ruthven | | | | |
| **Meeting Participants:** | ICAP Work Group Members | | | | |
| **Meeting Objectives:** | * Understand purpose of graduation guidelines * Outline work group goals & objectives * Develop a shared vision for ICAP in Colorado * Organize and plan work for the year ahead * Identify stakeholders in ICAP process | | | | |

Agenda Items and Next Steps

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| **Time** | **Agenda Item** | **Notes & Next Steps** |
| **9:30 a.m.** | **Welcome & General Introductions**  **Discuss Objective of Day** |  |
| **9:45 a.m.** | **Icebreaker** |  |
| **10:15 a.m.** | **How does this relate to the BIG picture?**  **Review rules & norms of the group**  **Review guiding questions, goals & objectives** |  |
| **10:45 a.m.** | **Introduce groups**  **Icebreaker #2** |  |
| **11:15 a.m.** | **Review Research** |  |
| **Noon** | **Review Homework & Working Lunch** |  |
| **12:45 p.m.** | **Best Practices: Group Work Time (Plan, Process, Product, Platform)**   * **Definitions of groups** * **Deliverables** * **Process for thinking about the work** * **What are the group priorities?** * **Outline timeline & action plan** | * **Indicators – what’s redundant & what’s required?** * **Rule – what’s the minimum?** * **Best Practices – What & How?** |

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| **Evaluate the Meeting:** | | |  | **How can we improve the next meeting?** |
| We stayed on track: | * No | * Yes |  |
| We achieved the meeting outcomes: | * No | * Yes |
| We clarified next steps: | * No | * Yes |
| This meeting was time well-spent: | * No | * Yes |