

Instructions for PLC Groups  
September 8, 2011

Please follow the process listed below for today's first Forum PLC meetings. If you have any questions, please do not hesitate to ask. All committee members who have signed up for your PLC are not able to attend today and have personally requested to join you at the next PLC meeting. PLC and General Forum monthly meetings will alternate.

Each PLC has been provided: Post-It Note paper, markers and circle stickers. Please leave the markers and stickers on your table when your PLC concludes for today.

- 1) Introductions of group members
- 2) Quick overview the handouts
  - Collaborative Team Meeting Notes (page 1)
  - September's Info to Share and Feedback Request (page2)
  - PLC Report Form (page 3)
  - Higher Ed Forum RFP Document (draft copy)
- 3) Confirm or determine who will function in the 3 co-facilitator roles listed on page 1 and fill in the names.
- 4) Notifications Facilitator: create a list of information requested for all members present.

Discussion

For this initial PLC meeting:

- 1) Please read through and discuss all of the content on page 2.
- 2) Prepare your consensus feedback recommendations for the October Forum meeting.
- 3) Begin discussion of SMART goals. As time allows, work your way through the 5 Purpose of Collaboration question and supplemental questions. This can be continued at the next PLC meeting.
- 4) Determine what your PLC will report to the General Forum at the October 13<sup>th</sup> meeting using the document provided. Determine which members will provide the verbal report in October. All meetings will begin at 10 a.m. in Founders Hall unless you are notified of a change.
- 5) Submit your PLC Report to [pspittman@ou.edu](mailto:pspittman@ou.edu) at before October 10<sup>th</sup>. You can use the electronic version sent to you.
- 6) Follow your group's plan to engage faculty and community leaders in your PLC, a goal of the AY2011-2012 General Forum.
- 7) Have a great time with your colleagues!