

## *Initial Meeting Agenda*

*This meeting is designed to be the first time subject area teams (high school and higher education faculty) meet to begin planning the design of a Senior Seminar or Paired Courses.*

Using the Knowledge and Skills for University Success standards (can be found at <http://cepr.uoregon.edu/cepr.products.php>) as a common framework, the high school and higher education team members will determine ways in which their expectations are complementary.

Prior to this meeting, project facilitators will have given the faculty members from each subject discipline a common assignment or task to give to their students. Faculty members will bring the student work samples to this initial meeting—work samples need to have student names and school removed before the meeting.

### **Sample Agenda**

**I. Welcome**

**II. Introductions**

**III. Break into Subject Area Teams**

**IV. Review KSUS Standards for the Subject Area Discipline**

**V. Blind Scoring**

Note: This scoring could be done ahead of time if participants sent in the samples and they were redistributed to be scored blindly against the rubric.

**VI. Break**

**VII. Scored samples are reviewed & discussed**

Facilitator chooses 5-10 documents from those scored and ranks them best to worst to begin to establish a continuum. This fosters discussion about what is expected at the high school level and in higher education.

**VIII. Teams Begin Discussion**

Senior Seminar or Paired Course Teams begin to identify what exit standards the students in the re-designed or new course will be required to meet.

**IX. Set Schedule and Dates for Future Meetings**

Follow good meeting planning etiquette, start and end meetings on time.