



Meeting Norms

1. Be prepared and come ready to engage. Read the agenda and do any pre-work ahead of time.
 - a. Facilitator will note which attachments should be reviewed prior to meeting dates.
2. Put aside other topics and work so you are ready to focus on the discussion at hand.
3. Ask questions for clarification to help avoid making assumptions

Some items are on Mamie Kanfer Stewarts' blog <http://blog.meeteor.com/author/mamie/> and the Academic Senate for California Community College community norms.*