

**CNEI CTCLC and Noncredit Committee Joint Meeting
December 8, 2020
2:30-4:00pm**

Time	Agenda item	Facilitator/s
5 min	1) Welcome	All
10 min	2) Report on the Executive Committee's input	Mayra
15 min	3) Report on Topic List assignments to committees https://docs.google.com/spreadsheets/d/1sjbmwse_ofOd3nnUHzSn5v0NWbvoZEiiRUqtm1KmoO4/edit#gid=0	Karen
5 min	4) Role of the breakout lead (5min) <ul style="list-style-type: none"> ○ lead at least one session ○ invite co-presenters ○ submit the presenters list to co-chairs ○ finalize session title and description Note: Chairs to also assign co-presenters and provide support	Mayra
40 min	5) Identify 1-hr. breakout leads and potential presenters (breakout rooms activity) <ul style="list-style-type: none"> ▪ Select the breakout lead based on topic assignment ▪ Identify session presenters <ul style="list-style-type: none"> 3 presenters per session <ul style="list-style-type: none"> • Committee member lead • Exec. Committee member • Other presenters (to be approved by ASCCC President) ▪ Review next step: <ul style="list-style-type: none"> ▪ Prepare session title/description (with presentation team) <ul style="list-style-type: none"> • Finalize the session title • Prepare and finalize session description 	Karen Mayra
10 min	5) Review next steps and due dates/timeline -Items due to <u>submit to the Executive Committee by January 19th</u> (in Main room) <ul style="list-style-type: none"> • By December 8- Breakout Leads 	Karen

	<ul style="list-style-type: none"> • By January 13- Presenters list (with email addresses; include presenters to be approved by the ASCCC President) <ul style="list-style-type: none"> • Post in Goggle doc https://docs.google.com/spreadsheets/d/1sjbmwse_ofOd3nnUHzSn5v0NWbvoZEiiRUqt_m1KmoO4/edit#gid=0 • Send by email to Karen and Mayra • By January 13- Session titles/descriptions from leads (final) 	
5min	6) Closing remarks and Appreciations	All