1. Approve minutes from last meeting
   a. Minutes approved.
2. Revisiting format for weekly newsletter
   a. Updates
      i. Option A: Short updates (2-3 sentences with links) from managers or project teams in relevant areas based around a rotating set of broad topics: research, digital fluency, affordability, diversity, students, faculty, etc.
         1. Represents an opportunity to highlight and share LAI work to the broader university, given external distribution. This could also form the basis of a (separate) periodic LAI marketing-focused update to those beyond our organization.
         2. We currently pitch stories to the Hatchet, GW Today, and outside outlets as appropriate. We do not do any regular marketing to the GW community about what we do, and we do not have anybody to do that work right now anyway.
      ii. Option B: Medium-length updates (1-2 paragraphs) from one area/project each week based around their recent/upcoming work.
         1. Potentially easier to implement in terms of transition and scheduling.
         2. Decided to proceed with Option B for now.
         3. Need a list of folks (managers, heads of projects, etc.) and a decision about how SLT will request their input—keep track and schedule via spreadsheet.
      iii. These formats will not work without 100% buy-in from SLT.
   b. Superstar
      i. Skip Superstar next week and resume with the newsletter on October 9.
   c. Other sections and ideas
      i. Existing opportunity for LAI staff to contribute updates.
      ii. Personnel-focused section featuring new hires, departures, professional accomplishments, articles and books published, etc.
         1. Nia can send updates on departures—name and last day. Robin can contact managers about happy hour, other details, etc.
         2. Seek departing employee consent and include a note that departures are a "where we can share, we will" section.
      iii. Short section from Diversity Committee (like a piece from 5 Ally Actions).
      iv. [Longer-term] Humans of LAI section featuring a short interview with one staff member each week.
   d. Frequency

          i.   Option A: Keep it weekly.
- ii. Option B: Try a biweekly cadence.
- iii. Decided to proceed with Option A (with new format) for now and then poll LAI staff opinion.
  - e. Summary
    - i. Robin will send out a spreadsheet for SLT to capture managers/project leaders to write medium-length updates.
      1. Communications, academic commons, NCLC
      2. RUS (each manager by topic), scholarly technology and RDG, OER (Dorinne), Alma Coordination Cmte (Dolsy), ScholComm (Shira), ISIS Files
      3. Digital fluency initiatives, faculty development, instructional design, ITL (Zoom integration!)
      4. Three Spec managers (Brigette, Jen, Leah), Teamsters (Vakil), Shelly on Kiev Fellowship, GRC (Cathy), Mitsuyo on Okinawa-funded work, Yunkyoung (+ Cathy) on Korea Foundation-funded work, CUFR (Paul/Maggie), Naming Cmte work (Brigette)
      5. Four Access Services managers
      6. Barrett will likely have information to share.
      7. Patricia will have things to share as well.
      8. General: concierge teams, diversity committee
      9. These updates could be used to create a collage of LAI work, to be shared to the wider GW community and prospective donors.
    - ii. Newsletter will resume on October 9 (with Superstar) and proceed on a weekly basis thereafter (to be revisited in a few months).
    - iii. Newsletter will keep the opportunity for LAI staff to submit updates.
    - iv. Newsletter will be distributed internally to LAI.
3. Teaching Day Details (GL)
   a. Registration
   b. Inclusion
   c. Format
   d. Challenges
4. Capturing dependencies and single points of failure
   a. Guy/Ashley to circulate Google Sheet for Instructional Core survey to SLT; each area should capture their elements in a tab on that sheet.
5. Professional development (virtual conferences)
   a. Any opportunities from now to December to be sent to Regina.
   b. Any opportunities next year to be captured in the budget.
   c. Staff should use credit from prior training if they have it.
6. LAI Team Goals
   a. Do we have universal LAI goals?
      i. Digital fluency goal is a candidate for carryover.

  ii. Integrated project management/data initiative and tool adoption (Monday.com) across LAI?
   1. We do want to encourage usage as long as we continue with the Monday.com license.
  iii. Try to keep some accountability/focus on DEI.
 b. When should we start to develop goals?
  i. Will discuss this at the next SLT meeting.