1. Approve minutes from last meeting
   a. Minutes approved

2. GW Summer Startup Accelerator space in Gelman or Eckles request by Office of Innovation and Entrepreneurship
   a. Looking for dedicated coworking space from late May to late July
      i. 25-30 participants
   b. Robin suggested faculty lounge
      i. BG: Traffic through faculty lounge might involve large boxes, etc, being transported through the space
      ii. JJ: ITL intensive week-long workshop might present challenges (last week of July?)
   c. Eckles?
      i. BG: Installation of scheduling panels outside 142 and 143 would have to be scheduled around this group’s activities
      ii. Might not need to staff Eckles (give Lex the key) if it would otherwise be closed
   d. JJ: Ames 106 (team tables, lockable by David, etc.) might be good
      i. UW summer instruction -- looks like these are scheduled for Foggy Bottom. JJ: 142 to be primary space
   e. Ames 106 represents ideal solution; Eckles as backup

3. Blue Sky Retreat Debrief (Guy)
   a. Thank You to Robin’s Team and Ashley Blount and Sara Melita
   b. Data retrieved
      i. Explored other institutions’ robust T&L environments as a means of discovering the delta between GW’s current state and potential
      ii. Vibrant discussion around what participants would like to see at GW
      iii. GH: Any understanding of usage/yield of university investment?
         1. GL: Could be researched
   c. T&L Build Out Strategy
      i. GL’s in-progress mind map as a loose framework
      ii. Collective approach to determining path forward

4. Instructional Continuity Plan Update (Guy and Jared)
   a. Adoption
      i. Terry took plan as delivered as ready for implementation
      ii. GL & JJ pressed that policy information must be hosted on provost website; question about where and how plan info is hosted
         1. RD: Does provost’s office have communication plan for rolling this out? GL/JJ: We will need to give suggestions...
   b. Action Items
i. **Focus Group**
   1. Composed of faculty with need to build comfort

ii. **Update of existing Tutorial Materials**

iii. **Development of Just-in-Time Resources**
   1. To be developed over summer and link back to schools
   2. RD: Who is building this website? When will it be live? When will a prototype be needed for user testing?
   3. GH: Idea of faculty academic commons has been floated and would be perfect for this sort of thing
      a. RD: Needs to be planned and cannot be done this summer

c. **Timeline**
   i. Provost’s office to communicate officially June/July (suggested)

5. **Update on Director, Instructional Design Position (Guy)**
   a. 17 applicants
   b. **Timeline**
      i. Guy to begin conducting interviews next week
      ii. Hire to be made before end of May

6. **Announcements**
   a. April 18 at 5-7pm - President LeBlanc at Gelman for the GW Undergraduate Review Release

7. **DSS Testing in Gelman Update (Barbra)**
   a. Walkthrough yesterday w/ DSS and Adam Aaronson
   b. Rooms 403 -> 401/402 to be available for reservation by DSS M-F 8am-8pm starting April 22 through May 14
      i. Windows to be covered, doors to have signage during DSS testing
   c. Request for a printer in 4th floor elevator lobby
   d. DSS to provide actuators for restroom doors; DSS to install satellite window for 402 door (seminar room inside 401)
   e. Need for forward messaging
      i. RD: Need contact at DSS - Susan McMenamin, Terri West

8. **Ballinger Plan - Final draft has arrived (Barbra)**
   a. Look through and send comments by Thursday 4/11

9. **Administrative topics (push to end of agenda) (Tyler)**
   a. Scheduling SLT Retreat
   b. Week of 10 June will work
      i. 12 afternoon/13 morning
   c. Wait for AD Librarian to arrive?