

Senior Leadership Team Meeting  
Staff Edition  
April 3, 2019

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?