



## Agenda for TLA Coaches Meeting

**Thursday, February 15, 2018**  
**1:00 P.M. – 2:00 P.M.**  
**8-119**

AGENDA ITEM	FACILITATOR	TIME
1. TracDat & Assessment Plan Check-In & Update <ul style="list-style-type: none"> <li>• Collecting missing assessment plans</li> </ul>	Allison	20 mins
2. Assessment Manual Revision Plan <ul style="list-style-type: none"> <li>• How should we divide up the work and tackle this project?               <ul style="list-style-type: none"> <li>○ Include mission mantra (what's the purpose of the document?)</li> <li>○ Compare to Skyline's.</li> <li>○ Include FAQ page in text opposed to appendix</li> <li>○ Remove TracDat guides/sets</li> <li>○ Remove list of Flex day sessions (can mention)</li> <li>○ Revise flowchart</li> </ul> </li> </ul>	Allison & Tracy	30 mins
3. TLA this Semester <ul style="list-style-type: none"> <li>• Submitting hours, tracking attendance – Tracy?</li> <li>• In need of HSS &amp; ST replacement coaches</li> <li>• Confirm funding for 2018-2019</li> <li>• Website Updates: Assessment Reader, TLA Agendas</li> </ul>	Allison & Tracy	10 mins