**Student Advisory Council – Meeting Agenda**

**Date: \_\_\_\_\_\_\_\_\_\_**

The Student Advisory Council (SAC) of the School of Social Work (SSW) consists of elected student leaders who strive to create and build an ongoing relationship with the SSW Administration in order to uphold the School of Social Work’s stated mission and values of promoting social and economic justice, both within the school and within the community. The SAC does this by facilitating communication between the student body and the SSW Faculty and Administration through advocacy, active engagement, and support.

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| **CoFacilitator:**  |  | **Co-Facilitator:**  |  | **Note Taker:**  |  |
|  **Mallory Van Abbema (BASW-SR)** |  |  **Chris Aguirre (EDP-3-EVE)** |  |  **Matt Ignacio (PhD)** |  |
| **Cossette Woo (BASW-JR)** |  | **Nidhi Berry (EDP-2-EVE)** |  | **Joel Crume (PhD)** |  |
|  **Shawna Collins (AdvSt)** |  | **June Simon (EDP-1-EVE)** |  | **Gabrielle Nonast(EDP-2-WKD)** |  |
|  **Christine Gordon (AdvSt)** |  | **Steph Landdeck (EDP-1-EVE)** |  | **EX-OFFICIO MEMBERS** |  |
|  **Hana Mohamed (DAY-2)** |  | **Eric Agyemang (DAY-1)** |  | **Lin Murdock (Admin)** |  |
| **Jasmine Fleenor (DAY-2)** |  |  **Alex Davis (DAY-1)** |  | **Emiko Tajima (Admin)** |  |

**Quorum - Need 60% (9/15) Quorum met?\_\_\_\_\_\_\_**

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| **Welcoming****(5 min)** | Call to order; attendance; distribution of name tents; introductions for new members and guests; reflections or team building activities. |
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| **Consent Agenda****(5 min)** | Combined approval of meeting agenda and minutes from last meeting; all documents should be reviewed by members prior to meeting; requires first and second motion; requires vote with quorum.  |
| * Approval of minutes and current agenda (any moves to agenda)
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| **Updates & Announcements****(10 min)** | Brief (1-2 minutes) informational updates and announcements on old business items or other matters important to SAC members that will not already be included in business items, discussion items, or reports; guest presentations may be moved to this section for respect of presenter’s time; brief questions or points of clarification welcomed. |
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| **Business Items****(30 min)** | Items requiring action and/or approval from the SAC including 1) by-law revisions, 2) funding requests over $150, 3) official group declarations or recommendations to outside bodies, and 4) other items called by members; business items should be sent to meeting facilitator at least 2 days prior to meeting though new items may be added during consent agenda approval; discussion of business items with questions and pointes of clarification welcomed; if discussion extends beyond 10 minutes, item should be called for a vote or moved to the Comments, Concerns, and Acknowledgments section; voting requires 60% quorum, first and second motions, and consensus or simple majority after talking circle if consensus is not met; items may be tabled for further discussion or voting at a later meeting – see by-law Article IV for more information on voting; items requiring vote should be incorporated into by-laws when necessary or appropriate. |
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| **Reports****(20 min)** | Brief (1-2 minutes) reports to share the most important information for SAC members to know about current committee activities; items requiring action or extended discussion should be addressed in other section of the agenda; brief questions or points of clarification welcomed. |
| * Subcommittees:
	+ By-Laws and Program Sub-Committee (Hana, ?)
	+ Communications, Outreach and Events (Jasmine, Nidhi, Shawna, Matt)
	+ Practicum (Chris, Gabrielle, Jasmine)
* Affiliate Committees:
	+ Strategic Visioning/Grand Challenges (Nidhi, Hana)
	+ GPSS (Jasmin)
	+ BASW Program Committee
	+ MSW Program Committee (Gabrielle, Jasmine)
	+ PhD Steering Committee (Matt, Joel)
	+ Practicum Advisory Council (Chris)
	+ SSW Social Justice Committee
* Ad-Hoc Committees
* Cohorts
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| **Comments, Concerns, and Acknowledgments****(30 min)** | Presentation of discussion items requested prior to meeting or called for from other agenda items; items brought for discussion should have a clear purpose such as a request for referral information, inviting member participation or feedback related to SAC activities, extended vetting of business items, or to honor individuals or groups; presentations from guests or students welcomed by request; time limits should be defined for each item to ensure all items receive attention.  |
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| **Meeting Review****(15 min)** | A review of important details from this meeting including member commitments to action, parking lot items, future agenda items, upcoming meetings and events; evaluation of meeting should also be undertaken; call for adjournment. |
| * Who is facilitating, note-taking next meeting(s)?
* Round Robin of individual commitments before next meeting
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| **Upcoming Meetings / Events** |
| **DATE** | **TIME** | **Location** | **Facilitator** | **Notetaking** | **Notes** |
| **11/18/16** | 4:30/5:15 | **306** |  |  |  |
| **12/2/16?** | 5-6:30pm |  |  |  |  |
|  | 5-6:30pm |  |  |  |  |
|  | 5-7:30pmSetup 4pm |  |  |  |  |
|  | 5-6:30pm |  |  |  |  |
|  | 5-6:30pm |  |  |  |  |
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