



MEETING NOTES

CVT Team Meeting

Friday, April 19th, 2023

9:00-10:00am EST

A 138

TOPIC	NOTES
ACTIVITY: SPECTRUM MAPPING	Purpose is to see where we connect/disconnect on the following topics: <ul style="list-style-type: none">• Teamwork• Communication• Leadership• Accountability• Workplace Environment
REASON FOR THIS MEETING	Team meeting to address administrative and team concerns revolving: <ul style="list-style-type: none">• Toxicity in the workplace• Undermining• Poor team cohesion
CURRENT FACULTY/STAFF CONCERNS	Team discussed current concerns focused on communication, appearance of leadership, and time.

PD Scott stated that she would like to speak to the team individually to pull more information of some of the issues.

ACTIVITY: A BOSS DISCUSSION

Team identified Bosses that were their favorite and least favorite. The team then shared 3 things they did or did not like concerning that Boss. In addition, we discussed how we supported the Boss we liked.

SHARED EXPECTATIONS

For the purposes of this meeting, we reviewed the shared expectations for the team:

- Communication
 - Verbal and written responses
 - Calendar Sharing (all details)
- Shared Accountability/Teamwork
 - Time
 - Communication moving forward of being late or leaving early (4:00pm)
 - Follow-Up
- Effort & Grace

DIRECTOR PRIORITIES

- Succession Planning
- Curriculum
- Administrative Responsibilities
- CVT Team



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