



# Planning, Review and Budget Council

Regular Meeting  
Wednesday, November 20, 2013  
Building 400, Room 405  
3:00 – 5:00 PM

## *A G E N D A*

1. Review & Approval of November 13th minutes – 5 min.
2. Program Review Update – 15 min.
3. Continuation of Bottleneck conversation by Jennifer – 20 min.
4. Presentation from Faculty Prioritization Committee – 40 min
5. Presentation on Presidential Task Force – 20 min

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### **HOW WE WORK TOGETHER**

1. We begin on time and arrive prepared.
2. We develop a focused agenda, with well-defined questions, and clear goals (discussion vs. decision).
3. We adhere to the time allotted to a topic. We focus on the topic, on advancing our agenda, and use our “idea bucket” for off-topic great ideas. If we don’t have enough time, we consider subgroups to work through issues, or clarify the questions for a future meeting.
4. We respect complexity.
5. Anyone can call for a speaker’s list.
6. We clarify/solidify our consensus decisions.
7. We trust each other’s good intentions; we don’t take comments personally (QTIP).
8. We bring our individual expertise, but wear our Chabot hats.
9. We all take responsibility for working together this way.
10. We consent to be led.