

2025-12-15 Meeting Minutes

- **Course Schedule Plan** - Currently, we are planning for 12 distinct sessions offered concurrently, 3x each over the course of the 3-hour time block. Marilyn has identified sufficient locations that can be used, and having enough people with fingerprint clearance cards (FCC) is not anticipated to be a limiting factor.
- **Course Schedule Development** - AI was successfully demonstrated for efficiently streamlining the process of schedule generation. As the number of student participants and course offering is finalized, this will be again used to generate the final schedule.
- **Staffing Plan** - Each of the 12 planned sessions was reviewed and a short list of potential speakers was developed, shared by Marilyn with the team and can be accessed [here](#). For each class, a 'top choice' was identified and a team member designated to reach out to the individual in question. That list is above in the "Action Item Summary". **David Potter** will generate draft lesson plans for each topic and send them to this team for review. While not definitive, they could provide a framework for any instructors that would benefit from having one.
- **Next Meeting** - Not set but will target early- or mid-January.