

**DELAC Meeting**  
**6:30 – 7:30 PM**  
**March 23, 2011**  
**Albany Middle School Library**

**NORMS**

**Before the Meeting**

- \* *Publish the agenda*
  - *Clearly state the purpose of the meeting*

*Plan in advance by*  
**Meeting Facilitator**

- \* *Who is making decisions at the meeting?*
- \* *What are the parameters of the meeting?*
- \* *What strategies are going to be used to facilitate input and engage participants?*

**During the Meeting**

- \* *Equity of Voice*
- \* *Active Listening*
- \* *Safety to Share all Perspectives*
- \* *Confidentiality*
- \* *Start on Time and End on Time*
- \* *Other Norms As Agreed Upon*
  
- \* *Assign roles of Note-taker, Facilitator, and Time Keeper*

**After the Meeting**

- \* *Email a summary of the meeting along with next steps to the participants*
  
- \* *What was discussed?*
- \* *What was decided?*
- \* *What are the next steps?*
  - *Who is responsible for the work?*
  - *When is it due?*

**AGENDA**

**Welcome and Introductions**

**Review and Approval of Minutes from January 26, 2011**

**Matters Not on the Agenda**

**Continue work on the Cultural Diversity Dictionary**

**For the Good of the Order**

**Future DELAC Dates 6:30 to 7:30 PM at the AMS Library:**  
**Apr 27, 2011**  
**May 25, 2011**

**Notetaker:** \_\_\_\_\_

Timekeeper: \_\_\_\_\_

Facilitator: \_\_\_\_\_