



**Committee Meeting
March 14, 2014
Minutes**

Members Attending: Marcus Cheeks (MS), Beth Zillig (NE), Melina Wright (IL), Anne White (UT), Karl Wilson (UT), Otistene Smith (AR)

Staff Attending: Lisa Brandes

Session Themes

The group discussed the primary themes that have been used successfully for the past several years: Instruction, Leadership, Policy. Decision was to retain these as the main focus areas.

Proposal Process

Chairman Marcus Cheeks talked briefly about the proposal submission process which will be open from April 15 through June 15. A downloadable and printable proposal submission guide will be produced by staff and made available on the website to prospective presenters. This will include all of the information that is required to be included with a proposal.

Conference Audience

The committee decided to ask prospective presenters what audience their proposal is designed for, choosing from Classroom Leaders (10-15% of attendees), Building Leaders (27-32% of attendees), District Leaders (45-50% of attendees), State Leaders (5-7% of attendees), or Other Leaders (2-3% of attendees). This will allow the committee to accurately select the right mix of sessions in the final selection process.

Session Types

The committee decided to eliminate the different session types as a categorizing factor for sessions. Instead, prospective presenters will be asked for the format of their session only so that the appropriate room set up and equipment can be provided.

Session Topics

Considerable discussion surrounded the concept of how to categorize the topics covered in proposals to best allow the committee to make final selections for presentations, as well as to allow attendees to find sessions of interest to them. The group decided to ask prospective presenters to select the primary topic their proposal addresses and then allow them to select no more than two secondary topics – both primary and secondary topics to be selected from the committee-determined list.



Proposal Grading Rubric

Chairman Cheeks talked about the usefulness of a rubric that helps committee members identify how to score proposals during the grading process. Changes were made to the 2014 rubric to include:

- A focus on successful, evidence-based Title I programs
- How the proposed session addresses the impact of their topic on Title I programs
- Appropriateness of the content for the identified audience, rather than the session type
- Combining points available for speaker subject expertise with the speaking experience, rather than including two separate items

The committee requested that the proposal submission form match the grading rubric to make the grading process as simple as possible. Staff will make the requested changes and provide the committee with a preview of the proposal submission process.

Next Meeting

Chairman Cheeks provided details about the committee “homework” in advance of the next meeting, currently scheduled for April 11 at 1PM Eastern, 12PM Central, 11AM Mountain, 10AM Pacific time. All committee members are requested to think about important topics and possible individuals for the various keynote presentations, as well as organizations whose members should be encouraged to submit conference proposals. An area of the special planning committee pages on the Association website is designated for members to list their ideas in these categories. To get there:

- Log into your account on the National Title I Association website: www.titlei.org
- Select “2015 Conference Planning” from the My Groups section on the right of your dashboard
- Select “Discussions” from the left side menu
- To add an idea to any of the areas, click on the Discussion Name and add your thought in the “Comments” field – your name and title will automatically appear when you submit a comment
- Use the “Subscribe” button at the top of the Discussions page to receive an email when others add a comment

Committee members will be surveyed to determine whether the current monthly meeting day and time (second Friday of the month at 1PM Eastern) is convenient for the greatest number of members.