

## **EAB Tool: Meeting Agenda Worksheets**

### **EAB Advice:**

The Student Affairs Forum recommends that BITs implement a regular agenda format for their weekly meetings. The agenda should incorporate time for new cases and updates on cases from the previous meeting as well as brief check-ins regarding ongoing or long-term cases. To facilitate informed and action focused meeting discussions, the Forum suggests that BIT Chairs circulate either a list of case numbers or student ids and a brief agenda to team members 24 to 48 hours in advance of the weekly session. Another approach is to place the agenda in a secured and password protected location with the expectation that team members will review before the meeting.

Below are two examples of different ways to organize BIT meeting agendas. Beyond reviewing the new and ongoing caseload, some BITs also build in time for discussing larger student trends, unit or service updates, and process changes to encourage group reflection and information-sharing.

### **Meeting Agenda Worksheet #1**

#### **New Cases from Last Week**

- Case File ID: 971758613.
  - Outburst in classroom
  - Incoherent comments during outburst
- Case File ID: 971586614
  - Possible self-injurious behavior reported in residence hall

#### **Updates on Cases from Last week's meeting**

- Case File ID: 917586600
  - Concerns about disordered eating
  - Case manager has met with the student and recommended next steps
  - Case to remain open
- Case File ID: 917586603
  - Conflict with faculty member over classroom conduct
  - Student moved out of class
  - Case closed

#### **Ongoing, Long-Term Cases**

- Case File ID: 917586583
  - Long-term depression and problematic medication management
  - Student referred to Counseling Center
  - Monthly check-ins with Dean of Students

#### **For Information Only, No Action Required**

- Case File ID: 917586616: Student not completing academic work, referred to disability services

## **Meeting Agenda Worksheet #2**

### **New Cases from Last Meeting**

- Case File ID: 971758613.
  - Outburst in classroom
  - Incoherent comments during outburst
- Case File ID: 971758615
  - Sudden drop in academic performance

### **Ongoing Cases**

- Case File ID: 917586603
  - Conflict with faculty member over classroom conduct
  - Student moved out of class
  - Case closed

### **Case trends, policy discussion, current events discussion**

- Trend discussion: 30 percent increase in referrals from last month to this month. Possible factors include mid-terms, Halloween alcohol transports, outreach campaign.
- Outreach discussion: No referrals yet from the College of Engineering. Outreach needed?
- New policy to be aware of: Academic Affairs has reduced the drop/add period from 6 weeks to 10 days into the semester. Student distress may increase as students stay in difficult classes that they previously dropped.
- Current event to discuss: Aurora, CO shooting. How would we respond on our campus? Do we need to do outreach? Are our senior leaders informed about our policies and procedures so that they can speak to the media in case of an event like this?

### **For Information Only, No Action Required**

- Case File ID: 917586617: Student intoxicated in class, referred to student conduct and alcohol education