# Collaboration Across Campus and Beyond

*Preparing an agenda communicates to your group what the meeting is about, and it allows all participants to think about what information will be covered during the meeting. A plan outlines the topics the members will discuss during a session. The agenda is prepared by the initiating office, with assistance from the members of the collaborating partner. If possible, distribute the agenda to members at least one day before the meeting electronically. This allows members to come to the meeting prepared to discuss the agenda items, exchange information, and make decisions.*

**Disability Services Office and (*Name of* Stakeholder)**

**Collaboration Meeting Agenda**

**(*Date*)**

1. **Call to order**
   1. Introductions as to who is at the meeting (name and role, and how they think that their role intersects with the DSO)
   2. Provide the essential question or topic to be discussed at the meeting
   3. Identify the end goal of the meeting
2. **Presentation on the topic (if appropriate)**
   1. This may include a history of the topic, data and suggestions for how to move forward.
3. **Group discussion** 
   1. Allow ample time for all voices to be heard.
   2. DSPs should serve as a facilitator/ note keeper in these meetings.
4. **Action plan** 
   1. Identify the next step. What is needed to move the cause/ topic/ essential question forward?
   2. Identify roles and responsibilities of those in attendance
   3. Identify other campus partners who might need to be brought into the conversation
   4. Create a timeline for the completion of these steps
   5. Set another meeting time before the meeting adjourns
5. **Adjournment** – Express gratitude for their participation