

To: Dr. Michael Fulton
Cc: Dr. Rick Atha
Date: June 18, 2019

RE: Update - Digital Learning Task Force June 17 Meeting Summary

The Digital Learning Task Force met on June 17, 2019. The agenda for the meeting included:

1. **Task force work on reviewing team plans**

The task force reviewed an updated synopsis of work completed by each team from the work conducted in May. Each team reviewed the work of the other teams and provided specific feedback on language, advisory statements, outcomes, and suggested action steps.

2. **Teams reviewed feedback on each of their draft recommendations**

The task force members reviewed feedback from each of the teams and determined whether they needed clarification or had enough information to take action. Teams either determined to incorporate the feedback into their final recommendations or reported out to the group their rationale for leaving recommendations as they were originally stated. Each team reported out on their action and final recommendations. When clarification was needed or a team listed a recommendation that did not resonate with the group, this final process point allowed for robust discussion that led the task force to reaching consensus in making a determination to edit recommendations. It should be noted that a general consensus was to leave statements that may overlap between research teams as that would communicate a level of heightened importance.

At the conclusion of the meeting, a consensus measure was taken across the task force. The majority of members indicated a "4" or better response indicating consensus that good progress was achieved by the task force work.

3. **Next Steps**

The task force final recommendations will be compiled into a document and provided to Dr. Fulton in completion of the task force process.

Christy Ziegler, Drew Lane, Co-Chairs