



# SDC Meeting: CNA Mtg #1

## Campus Name

### February 21, 2023

### Agenda / Minutes



- 1) Have all members sign-in on the SDC sign-in sheet that can be printed out in P4L
  - The members signed in and received an awesome snack!
- 2) Decide who will be the record keeper and type up the minutes from the meeting
  - Mrs. Sierra agreed to take minutes.
- 3) Approve the minutes from the January meeting
  - The minutes were reviewed and approved.
- 4) Whole group or small group—review data from 2022-2023 and start completing the 2023-24 [CNA template \(filled in sample\)](#)—the 2023-24 CNA will be completed in the March meeting (2 CNA meetings are required)
  - Handouts of both templates were shared. Members worked in small groups to complete assigned questions.
- 5) Start completing the 2023-24 Needs Assessment tab in P4L under Needs Assessment > Summary > Multiple Measures of Data (remember to flip the year to 2023-24 at the top of the screen in P4L) (cut and paste from the info that is entered on the CNA Template)
  - Ms. Henry will complete the Needs Assessment on Plan4Learning when the CNA is completed.
- 6) Start completing the 2023-24 “Data Documentation” area in P4L under the Needs Assessment > Data Documentation (remember to flip the year to 2023-24 at the top of the screen in P4L)
  - Ms. Henry will complete the Data Documentation on Plan4Learning when the CNA is completed.
- 7) Start completing the 2023-24 [CNA Narrative \(filled in sample\)](#); you must finish the 2023-24 CNA Narrative in March
  - The committee was split into groups to begin completing. Each group worked on the shared document. Work will continue next meeting.
- 8) Start entering the CNA Narrative into P4L under Needs Assessment > Summary > Optional: Needs Assessment Overview (remember to flip the year to 2023-24 at the top of the screen in P4L) (cut and paste the narrative into the text box)
  - Ms. Henry will complete the CNA narrative and present during April’s meeting.
  - Meeting ended at 4:50 p.m. (Campus event at 5:00 p.m.)

*Note: Federal Funds will check P4L for CNA Title I compliance Monday, April 24, 2023*

Other Agenda Items:

