**COLLEGIATE WORK AGENDA**

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| School: Escuela Normal de Educación Preescolar | Major: Bachelor’s Degree in Preschool Education |
| Term: Aug. 2021 – Jan. 2022 | Session number: 8 | Date: November 24th, 2021 |

Purpose:

* To make agreements on the activities that need to be done in the English Department.
* To inform about the portfolio outcome and the opportunity area regarding lesson delivery.
* To update students at risk.

Activities:

1. Roll call.
2. Meeting agenda.
* Academic affairs:
	+ To make sure that each lesson/assignment has clear instructions and include ICQ’s in each class/ CCQ’s (a five question form can be included as evidence)
	+ To make sure every activity that is delivered to the students has clear aims and contains a well elaborated rubric.
	+ To make sure that the students know their results and sign the agreement before uploading their grades in Control escolar
	+ To make sure that learners receive punctual feedback on their performance and classwork
	+ Update students at risk
* General affairs:
	+ Reminder: grade activities in Escuela en Red.
	+ To inform the teachers about the portfolio revision outcome
	+ Fill SGC template.

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Academic Vice-principal’s

Name and signature