

# Community Advisory Council Meeting Agenda

March 18, 2026, 12-3pm

You can join this meeting in person, or on Zoom.

- [In person, at CDCI offices](#) (contact Jesse by Monday, March 16).
- Zoom, use this link: [Join using Zoom](#).

## Documents to review before the meeting:

- [This agenda](#) (.pdf)
- [December draft minutes](#) (.pdf) for vote during meeting.
- [Teaching Goals, Updates, and Plans](#) (.pdf) for discussion during meeting.
- [CAC feedback for people at CDCI](#) (.pdf) for discussion during meeting.
- [CAC Group Agreement](#)
- CAC Meeting Roles (see last page of this agenda)

## Agenda Summary

12:00-12:30	Welcome & membership update
12:30-12:45	National and Center updates
12:45-1:15	Teaching updates and feedback
1:15-1:30	Break
1:30-2:15	New plans for disability studies and feedback
2:15-2:45	CAC feedback for people at CDCI
2:45-3:00	Public comment and discuss how meeting went

## Detailed Agenda

### 12:00-12:30 Welcome!

- Please introduce yourself by sharing:
  - Your name and your pronouns.
  - Choose a meeting role (see last page of agenda).
  - Share how you are doing (only if you want).
- **VOTE: Do you approve minutes from December meeting?**
- CAC membership update:
  - 1 new application. Need to schedule interview.
  - Jesse requested representative from Vermont Family Network. No response yet.

### 12:30 – 12:45 National and CDCI updates

- CDCI received funding not spent from last year.
- We are submitting request for July 1, 2026 – June 30, 2027 funding.
- Search for new I-Team director has started. Job talks on 3/19 & 3/20.
- Plans to communications manager.
- CDCI-CESS Faculty Fellowship.

### 12:45 – 1:15 Teaching updates and feedback (Winnie)

- Winnie will share recent updates on CDCI teaching goals for this year.
- See handout on Teaching Goals, Updates, and Plans.
- CAC members should ask questions and give feedback on our progress.

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### 1:15 – 1:30 Break

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### 1:30 – 2:15 New plans for disability studies at UVM (Winnie)

- Winnie will share plans to create a Disability Studies minor at UVM.
- See handout on Teaching Goals, Updates, and Plans.

- CDCI is working on this with Audrey and Office of Accessibility Services.
- The planning has just begun. This is a very important time to share with the CAC and get your feedback.

## **2:15 – 2:45 Sharing CAC feedback with CDCI (Maureen)**

- The CAC purpose is to give CDCI feedback so we can improve our work.
- Last CAC meeting we tried something new. CAC members shared what they want CDCI people to know.
- We shared your thoughts with everyone at the Center. See handout CAC Feedback for People at CDCI
- **Questions:**
  - **What do you think about this idea?**
  - **How can we make this most helpful for CDCI and CAC?**
  - **What do you want to share today?**

## **2:45 – 3:00 Process Today's Meeting**

- Members of the public are welcome to make a brief statement.
- Processor starts conversation about how the meeting went today.
- Decide what we should change for next meeting.

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**At 3pm, the meeting will be over.**

**Thank you for your time. We appreciate you.**

## CAC Meeting Roles

CAC members choose roles to meet our goals. Members can choose different roles each meeting.

**Facilitator:** Leads the group through the agenda. Introduces each agenda item.

**Timekeeper:** Makes sure the group stays on time. Keeps track of time for each agenda item. Gives reminders to stay on time.

**Keeper of the rudder:** Keeps the group on track. Reminds group to stay on topic.

**Jargon buster:** Helps make sure conversation is clear. Listens for unfamiliar words or terms. Then asks for clarification.

**Equalizer:** Makes sure everyone can participate. If someone has not participated, they invite them to share.

**Processor:** Starts conversation at end of the meeting. They share what went well and what did not. Invites others to share.

**Recorder:** CDCI staff take notes for the meeting. These notes become the meeting minutes. Minutes are shared after the meeting.