

Minutes
Coordinating Committee
Wednesday, March 03, 2010, 1:00 p.m.

Members Present: Calvin Ross, Allan Saaf, Jean-Marie Taylor, Paul Folger, Catherine Miller, Jennifer Swartout, Barb Borg, Verona Barr, Pam Westerdahl, Debbie Chiaventone, Doug Salokar, Chris Riley, Johnny tenBroek, Cindy Johnson, Kathleen Collins.

1. Leadership
 - a. The triumvirate: Calvin Ross was selected as “lead” member or chair;
 - b. Cindy Johnson and Pam Westerdahl were selected as co-leaders/chairs.
 - c. Togas optional.
2. It was decided that the committee would meet (approximately) monthly starting with the Fall 2006 semester.
3. We will hold one meeting during the summer, to be arranged by the three chairs (Calvin, Cindy, and Pam). It would be helpful if all members keep their Groupwise up to date in order to facilitate scheduling.
4. A fall meeting will likely be scheduled at the next meeting. ☺
5. At least three sub-committees were approved (“Quick Fixes,” Communication, and New Action Projects), with the understanding that these sub-committees would work together on a regular basis to share progress and ideas.
 - a. These sub-committees will be somewhat ad hoc, but may choose to informally select leaders so that there is a “point person” available.
 - b. Meeting schedule, goals, etc. for the sub-committees will be determined.
6. For our next meeting this summer, please consider how we might compose our charter (see sample from Faculty Academy as one example). It would be great if we could write a draft of the charter at our next meeting.