Design Team meeting Minutes (from 10/3/12)
prepared by Maya Poran

In attendance by alphabetical order:

Roark Atkinson, Provost Beth Barnett, Karen Booth, Joe Connell, Eric Daffron, Emily Emmett, 
Lysandra Perez-Strumolo, Ed Petkus, Nicole Pacheco, Maya Poran (co-chair), Eddie Seavers (sitting in for Rick Brown), Melissa Van Der Wall (co-chair), Trish Williams

After our brief hello and introductions, Provost Barnett reviewed our progress on the past charge and shared her new draft for our refreshed charge. Importantly, Provost Barnett noted that our Team has met all of the goals of her initial charge. The new charge is under review by the Team. The Team will send revisions of the charge to the Provost for her approval.

The Team reviewed a few key questions to be examined further at the next meeting, such as:
Do our working groups work?  
Do we need to shift working groups or integrate some?  
Will we need new members?

In addition, we discussed the need for some renaming, such as instead of a "best practices" manual to create a "guiding principles and structure of the Team" or "Operations Manual" document.

Another brief discussion was held on the CCT and the unfortunate acronomial relation to the CEC. We also discussed the statement on the charge regarding the CCT, and will more fully discuss at the next Team meeting. Again, these and other issues will be addressed at the next meeting.

An informational item was brought forward with Eddie Seavers discussing the CEC website and shared how community members could access the forms on the site. A few questions and suggestions were made regarding the site.

The Team discussed the possibility of re-surveying the entire community on the large scale, perhaps in Spring 2013. The group also discussed possibly creating a small scale survey to get a sense of use of the website.

Eric Daffron had to leave the meeting; therefore, Mel took over with sharing the Weave report and assessment plans from FY 12 and the proposed goals/objectives for FY13. Discussion ensured about the Best Practices Manual, the intent of the manual, and whether or not it should be houses as an objective under Goal 1. Mel said she would circle back with Eric about potentially revising that area.

Our group meeting was too brief and we have much to discuss at the next meeting! So be there!