**Minutes for “Design Team” meeting, held on 4/8/11.** Notes prepared, by Melissa Van Der Wall

In attendance: Melissa Van Der Wall, Roark Atkinson, Nicole Pacheco, Ash Stuart, Karen Booth, Lysandra Perez-Strumulo, Rick Brown, Eric Daffron, Maya Poran.

**Primary elements of discussion:**

1. Melissa provided an overview of the past few weeks and what has been accomplished at Faculty Assembly and ARC. The CEC was voted on and passed at over 80% of the faculty being in favor. Eric reported that the necessary bodies that approve policy following Faculty Assembly also support and voted in favor of the CEC policies and procedures.

2. The next piece is to present the CEC learning goal and outcomes to Faculty Assembly on April 13, 2011.

3. Maya discussed that the next steps are to effectively incorporate CEC into courses.

4. Maya discussed: Review recommendations in the Design Team’s report and start to divide ourselves into sub-teams that will be charged with taking the lead on an assigned recommendation. Some of the recommendations were combined due to there being similarities. Idea is to keep the community involvement high, so that we can encourage the community to volunteer and help with certain recommendations. This will strengthen our foundation. The idea is to keep the momentum high as we start to see our plans spread out. Some of the recommendations will need a quicker response than others, so faculty have the shared space to work on and get ideas to plan for their syllabus. (ie: web development recommendation is a priority).

5. Melissa reviewed the charge from Provost Barnett. It would seem that the next step of teasing out the recommendations will be taking shape throughout the summer and into the fall. We will write to Provost Barnett with what our next steps are and ask for her feedback in relation to her charge to ignite the community between now and June 30, 2011. We see the process as being more over-reaching than that timeline.

6. What about the syllabi? Eric said ARC is working on this and once they reach an agreement they will forward this to Provost Barnett and she will be sending out a memorandum.

7. The team talked about the recommendation that addresses assessment. It was agreed that Eric will serve on this piece (Roark also volunteered). We had questions related to how this gets teased out: Should Faculty Assembly decide on how to put together an assessment group with the assistance from Design Team? Do we use the College-Wide Assessment Committee already in existence and ask for support (one person per unit)? Concerned about already existing groups having too much on their plate, what falls under their purview, and what might need a new committee with new faculty appointments/volunteers? Convening groups are already assessing – does this become part of that assessment piece? The disposition was that Eric will talk to the College-Wide Assessment Committee and get their feedback before we do anything else on this recommendation.

8. Lysandra will craft a letter to faculty – communicating our accomplishments and inviting them to align with a recommendation. Melissa will take the letter, tweak for Student Affairs and send – as well as send to Daily Digest.

**Meeting times:** April 29, 2011, 1pm, Faculty Resource Center. End of the year celebration. Please feel free to bring a snack/treat/drink.