To: General Education Task Force II
From: Ed Shannon

Re: Minutes Jan. 14 Meeting

Date: Jan. 14, 2014.

Present: Ed Shannon, Emma Rainforth, Carol Bowman, Christina Connor, Jackie Skrzynski, Paula Staile-Costa

The Task Force met briefly to prepare for the Jan. 16 presentation of the Conceptual Framework. We agreed on the following:

1. Some minor revisions to several of the slides—for clarity.
2. Shannon will give the presentation and read the Conceptual Framework. The Task Force members will sit in the first row, stand for introduction. Then, at Q&A time, the members will return to the audience to take notes & answer questions.
3. We decided against adding images to the PowerPoint, as we did not have enough time to fully integrate text and image.
4. After the presentation, we will post the PowerPoint and our draft of the Conceptual Framework to our website.
5. After the presentation, we will offer the faculty opportunities to respond in several forums:
	1. Verbally at the FA, with the task force taking notes.
	2. In writing on the handout of the Conceptual Framework we distribute.
	3. Via email to their school’s task force member, to Shannon, or to a Task Force email (Shannon has asked Rob Josic to create one).
	4. Perhaps through some other method on the webpage (Shannon has asked Rob Josic about this).
	5. At future open forums we will likely be holding.