To: General Education Task Force II  
From: Ed Shannon, Chair

Re: Minutes 11/13 Meeting

Date: Jan 15, 2014

* Present: Ed Shannon (chair), Frank Albergo, Carol Bowman, Seth Cluett, Christina Connor, Larry D’Antonio, Alex Olbrecht, Jackie Skrzynski

The Task Force met and worked on the following:

* Analyzed the using the themes emerging from the surveys (and the frequency with which they were made) to generate a draft of the conceptual framework.
* Agreed to avoid “edu-speak” in our draft. We looked at more college’s frameworks: Mississippi, Colgate, Trinity, Kent, etc.
* Agreed that members would attempt to draft Conceptual frameworks for our next meeting.
* We agreed that the tone should invite both students and faculty into the program. We admired those frameworks that “showed” rather than “told.”
* Shannon was to inform Jill Weiss that a delay was likely for our presentation.
* Introduced Student Member Frank Albergo.