Attendees: Elizabeth Connelly, Delores Deen, Chris Engle, Amy Fugate, Brian Ivory, Robert Matthews, Steve Robinson, Terence Stewart, Sherry Weeder

Absent: Scott Jenkins, Tammera Parillo, Candace Pickens, Sheilla Swyrtek

After a welcome and team introductions, Steve Robinson and Amy Fugate provided an overview of the project and background information. This action project was chosen as a result of the half-day “conversations” held in December. There was significant discussion concerning this, as well as the developmental education, topics.

A. Fugate noted that this project will have challenges, specifically the fact that there are no “college readiness” test scores to provide tracking data. She explained the role of the team sponsors to assist the team and provide some boundaries.

S. Robinson and A. Fugate stressed that the team is not a committee where members were selected to represent a division or department but that each member was invited to participate based on their areas of expertise and experience.

Amy Fugate shared with the team that Mott is joining the Achieving the Dream initiative. It is hoped that this involvement will help provide data the team can use.

S. Robinson distributed handouts and provided binders for the team members to use as appropriate. Information distributed at meetings will be placed on the project teams’ webpage so that members not in attendance at a particular meeting can read and print any information they may have missed.

The first task set before the group is to write their project charter. S. Robinson provided a project description from “placeholder” submitted to the HLC/AQIP Action Project Directory. This is a starting point, not a final document. The team will write their charter including dates and actions.

Notes prepared by,

Sherry Rosenberger