**TEAM:** Standard 7

**PRESENT:** Joe Walker, Gail Eaton, Linda Saari, Michele Ferencsik, , John Segedy, Brian McGinn, Alyssa Bailey, Katie Ort (Not in attendance: Kim Rooney, Bill Warnken, , Peg Scarcello, Marygrace Bartoldus)

**MEMBER TAKING MINUTES:**  Linda Saari

**DATE:**  12/04/2013

**START TIME:** 2:30

**END TIME:** 3:30

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| **Item** | **Discussion** | **Conclusion** | **Actions Items/Member Responsible** |
| Endicott Survey | Linda passed out the summary analysis vs. the aggregate for Standard 7 and committee members reviewed it. |  |  |
| Evidence Review | Indicator 1Nothing back from SAU  Indicator 2: Nothing back yet  Indicator 3: Still need more requests returned re long range planning. Jim returned changes in projected enrollment.  Indicator 4: Jim (faculty and departments involvement in budget): Nothing back yet  Indicator 5: most returned still some remaining  Indicator 6: Jen sent information. Data needs to come from John Butler  Indicator 7 &Indicator 8: received most. May want to reach out to individual departments re: community events to get a more balanced picture. |  | Linda to send requests to additional Depts. for indicator 8. |
| Action | Michele and Linda will begin drafting the sections that we have survey and evidence #7 and # to begin with |  | Linda and Michele will meet to start process during prep next week |

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| Subcommittee by indicator –do we want to break up in this way to handle the collection and evaluation of evidence? | Members pointed out the small size of the committee so it would not be suitable for subcommittees. | Committee would like to work as group-not as sub committees | None |
| Review evidence requests and add to it. | Reviewed list and reminded members to review it prior to next meeting. Members expressed concern that the requests may not be returned in a timely manner both in-house and SAU wide. It was suggested that we add a “due date” to the form that we can use to set a date prior to a meeting. |  | All members will review evidence and Linda will send a request for date and accountability concern to Steering committee Co-chairs |
| Agenda for next meeting. | Will involve filling out evidence requests. |  |  |
| Other | Viewed updated Edline website changes. |  |  |