**TEAM:** Standard 7

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

**MEMBER TAKING MINUTES:**  Linda Saari

**DATE:**  01/08/2014

**START TIME:** 2:30

**END TIME:** 3:30

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| **Item** | **Discussion** | **Conclusion** | **Actions Items/Member Responsible** |
| Evidence Review | Linda sent a few additional requests to Art and music for community events. Received one from music.  Linda noted that Alex said to send second requests for those early-on requests that have not been received.  Committee analyzed evidence to give numbers to writers.  Committee reviewed the first drafts. |  | Linda to send second requests. |
| Action | Michele and Linda will continue writing based on evidence |  | Linda and Michele will continue to meet |

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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. |  |  |