**TEAM:** Standard 7

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

**MEMBER TAKING MINUTES:**  Linda Saari

**DATE:**  04/30/2014

**START TIME:** 2:30

**END TIME:** 3:30

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| **Item** | **Discussion** | **Conclusion** | **Actions Items/Member Responsible** |
| Draft Executive summary, Strengths and needs | Made changes |  | Linda will send out to committee |
| Finalize report for steering committee  | Made edits. All members need to review and give any edits to Linda and Michele before next meeting. |  |  |
| Report | May 21 is the date we need to have our report electronically to all faculty. |  | Linda and Michele will finalize report |
| Next Meeting | May 14, 2014 2:30 |  |  |