**TEAM: NEASC Curriculum Committee**

**PRESENT: Shannon Synan, Michael Belisle, Nicole LaRoche, Jessamyn Irwin, Susan Else, Jeramy Thompson**

**MEMBER TAKING MINUTES: Jessamyn Irwin**

**DATE: 10/9/13**

**START TIME: 2:30**

**END TIME: 3:30**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Discussion** | **Conclusion** | **Actions Items/Member Responsible** |
| Fill-in info from Steering Committee meeting | Jessamyn shared some new guidelines (time frame, clear and specific requests, etc.) and the report presentation months for clarification. |  | We will adjust our request information |
| Fill out Evidence forms | Group cross-referenced with each other to minimize duplication | We have a lot of requests to make | Jessamyn will submit to bin after reviewing for error or duplication. |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |