**TEAM: Instruction**

**PRESENT: Natalie Gehrig, Jacob Roth-Ritchie, Lyn Paolino, Karla Luhtjarv, Laurie Haynes, Phil Swasey, Hazel So**

**MEMBER TAKING MINUTES: Natalie Gehrig**

**DATE: 11/13/13**

**START TIME:2:35**

**END TIME:3:33**

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| **Item** | **Discussion** | **Conclusion** | **Actions Items/Member Responsible** |
| **Faculty Approval of Standards Reports and Executive Summaries** | Lyn passed out this form for team to review on our own | Review before voting on indicators |  |
| **Endicott Survey Report** | Lyn has the report results and the comparison to other schools.  We will use the next Late Start Day (Dec. 11) and faculty meeting for the Endicott Survey Presentation and Core Values Voting |  |  |
| **Sort Evidence** | We will look at the evidence that we received since last meeting  We got a ton of evidence! We had to cut the results so we could go through what we have  We received our PD evidence from indicator 5 from the SAU!!- Put it in the box | Figure out if the evidence is an example of the requested indicator  Write the indicator components that you see on a sticky note  Try to submit all new requests by Dec. 1st | Place sifted evidence in the box |
| **Goals/Agenda items for the next meetings** | Next meeting we will continue to sift through evidence received | Goal: Finish the sifting of our gathered evidence at the next meeting  Send out new evidence forms | **\*Lyn will check with Alex and Sara about the indicator 3 request from Jim and Jen, which is past due.** |