**Meeting Agenda**

**Anatomy and Physiology**

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| **Meeting Date:**  October 8, 2014 (Hawk Day) | | | **Meeting Time:**  8:00AM-10:05AM | |
| **Members Present:** | | | **Members Absent:** | |
| **AGENDA**  ***What*** we will accomplish | **TIME** | **DECISIONS/ACTION ITEMS/NOTES**  , | | **NEXT STEPS**  ***Who*** will do ***what***, and ***when*** |
| Continue to plan for course |  | Create units, evaluate resources, create assessments | |  |
| Unit Planner Work: either create new units (as necessary) or complete information on current/upcoming units |  | Use the Unit Planner Cheat Sheet on <http://cppcurriculum.weebly.com> This will tell you what parts to complete first so that the public matrix will be complete. | |  |
| **Send completed notes to your Department Chair. The document should be saved as your course title.** |  |  | |  |

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| **Suggested Future Agenda Items:** | **Date/Time of Next Meeting:** |