**Meeting Agenda**

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| **Meeting Date:** Hawk Day 3 December 17, 2014 | **Meeting Time:** 8 -10am |
| **Members Present:** | **Members Absent:**  |
| **AGENDA*****What*** we will accomplish | **TIME** | **DECISIONS/ACTION ITEMS/NOTES**, | **NEXT STEPS*****Who*** will do ***what***, and ***when*** |
| Unit Planner work: transfer (or complete) “Matrix-required” info to unit planner—complete minimum by end of Hawk Day |  | Access documents at <http://cppcurriculum.weebly.com>  | If unable to complete, please indicate who will complete for the course group by Dec. 19 |
| Assessment standardization—only when unit planner update is complete |  | Access standardization document at <http://cppcurriculum.weebly.com> Notes from Oct. 8th:Standardizing the Making Connections Inquiry LabAll teachers need to complete this lab. We will each copy one high, two medium, and one low scoring paper. We will bring these final scores to our meeting for common grading. |  |
| **Please complete notes and send to Department Chair (remember to save template as Course name)** |  |  |  |

 **Biology**

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