**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> Complete individually to review assessment for effectiveness |  |
| **Please complete notes and send to Department Chair (remember to save template as Course name)** |  |  |  |

 **ITGS**

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