**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*** |
| Please keep in mind that all of the resources you need are on the curriculum Weebly: <http://cppcurriculum.weebly.com>  **Agreements (8 October):**  No agreements to standardize were made | | | | |
| 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>  \*make sure all units (from the pink/grey planner have been transferred to the unit planner  \*the only information that must be transferred is what is indicated on the tutorial (on the Weebly)  \*it is recommended to “divide & conquer” in order to complete this process efficiently and by the end of today’s Hawk Day. Split into pairs or assign each member one unit to transpose (that is to move the important bits as indicated by the tutorial at the link above). | | 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>  Choose something to standardize/evaluate and select a date by which to complete it. This process will take little more than a Hawk Day to complete. | |  |
| **Please complete notes and send to Department Chair (remember to save template as Course name)** |  |  | |  |

**Vis.Arts: Studio A & B**

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