I. Call meeting to order: start time:________ recorder:____________________

II. Adopt the Agenda: any changes:__________________________
   if changes, motion:________________________________________ second:______________ vote:____

III. Approve the previous Minutes: any changes:__________________________
    if changes, motion:________________________________________ second:______________ vote:____

IV. Reports and Responses:
1. Accreditation Liaison Officer (AcTF):________________________
   Questions / Suggestions:________________________
   Assignments:____________________________________

2. Assessment Coordinator (AsTF):________________________
   Questions / Suggestions:________________________
   Assignments:____________________________________

3. Additional Member Reports:________________________
   Questions / Suggestions:________________________
   Assignments:____________________________________
V. New Business:

1. Determine the direction of the CCIE – after reading the CCIE charter, specifically the first page, come to a consensus on the purpose of the CCIE. The charter’s “Statement of Purpose” and “Operating Procedures” are thorough and could be referenced as an outline of the duties of this committee. Discussion / Comments:

if a motion:___________________________ second:______________ vote:_______

2. Set a template / outline for the mid-year reports (due when?) from the Task Forces. Some basics could include membership and summary of minutes. Some specifics could include current items being worked on and the progress, future items to work on in the spring, and proposed needs to help complete each item. Discussion / Comments:

if a motion:___________________________ second:______________ vote:_______

3. Set date of next meeting. Do we need monthly meetings?

Meet in December to collect the mid-year reports?

Or collect them and meet in January?

Discussion / Comments:

if a motion:___________________________ second:______________ vote:_______

VI. Adjourn: end time:__________