

Date: December 4, 2012

Time: 10:00 – 11:00 am

Location: T-269

Name	✓	School
Dave Anderson	✓	HS Administration
Bob Ennes	✓	HS Administration
Christene James	✓	Pharmacy
Jennifer Danielson		Pharmacy
Eric Hausman	✓	Nursing
Sarah Shannon	✓	Nursing
Jill Morelli		Medicine
Marjorie Wenrich	✓	Medicine
Jean Garber	✓	Dentistry
Wendy Mouradian		Dentistry
Lawrie Robertson	✓	Public Health
Judy Wasserheit		Public Health
Susan Kemp	✓	Social Work
Vicki Anderson-Ellis	✓	Social Work

Agenda

1. Process
2. Subcommittees
 - a. Charge statement
 - b. Objectives
 - c. Reporting mechanism
3. Other Business: none noted

Discussion

1. Process going forward reviewed
2. Identification of roles, goals and charge for each subcommittee
 - a. Charge drafts developed (see attachment)
 - b. Objectives, meeting schedule

Action Items

Item	Action Item	Date Added	Assigned To	Date Due	Status
Charge Statements	Each subcommittee to create a charge statement (guiding principles)	12/4/2012	All Committee Members	1/15/2012	In Process
Objectives, Needs, Timeline	Scope and timeline identified	12/4/2012	All Committee Members	1/15/2012	In Process
Subcommittee Recommendations	Committee members nominate individuals to fill the rosters with appropriate representation from each school.	12/4/2012	All Committee Members	1/15/2012	In Process
Scheduling January Meeting	Complete scheduling poll for off-cycle Jan 2013 mtg	12/4/2012	All Committee Members	12/5/2012	Completed