

Criterion Five Team Minutes, 8-15-08

Present were Tracy Jacomo and Brenda Cates, Co-Chairs, Diana Lynd, Sharon Bryant, Carol Hartman, and Lori Eberhart.

Three documents were distributed:

1. E-mail from Pam, to 5B team
2. Memo from Jessica to Team Five
3. Response/Rough Draft from Jessica for Criterion Five, including Jessica's and Pam's comments (31 pages)

Discussions covered the following topics:

1. Formalizing environmental scanning and constituency satisfaction evaluations
2. Listing details from present "brainstorming" document within new format
3. Identifying individuals possessing critical data across the College
4. Identifying physical, fiscal, and technological services our college provides in various areas
5. Remembering the 32-day deadline for completing research and data collection.

Respectfully submitted,

Diana Lynd, acting secretary

8-15-08