ANGEL Team Minutes

Team Name	ANGEL Policy Sub Team				
Date	09/17/08	Starting Time	1:30 p.m.	Ending Time	3:30 p.m.
Location	Library 112			Recorder	Diane Brice
Members Present	Carol Buse, Brenda Davidson, Terry Kleffman, Jan Martin, Jerry Moller, Diane Brice				
Member Absent	Brandi Clark				
Visitors	Laura Grandgenett, Janice Newburg				

Topics	Discussion, Information	Action to be Taken, Decision, Recommendation, Timeline
Minutes	Motion to approve minutes made by Laura Grandgenett. Seconded by Carol Buse.	
Handouts	Brenda distributed the following information: • Implementation Framework (timeline from Angel 7.3 Implementation Guide) - Review this at each meeting to understand where we are in the implementation process. • Policies and Procedures by area (table). - Brenda assigned each committee member to several of the Policy and Procedure items currently identified. We went over the items to make certain they are categorized correctly as either Policy or Procedure. - Some changes were made as items were discussed. Changes are included in attachment: Policies and Procedures_updated 9-17.doc	• Each member is assigned to several Policy and Procedure items related to their area of expertise. Members assigned to each item should discuss the item. - Please refer to separate attachment: Policies and Procedures_updated 9-17.doc - Bring ideas and suggestions for Policy and Procedure items to the next meeting for approval. • Members may request to be added or removed from any of the Policy or Procedure items.
Discussion Board on myAC.	Reminder to visit Policy Sub Team discussion board.	Everyone should read and post comments. This is an ideal area for discussion of various Policy and Procedure items among team members assigned to them.
Next Meeting		Wednesday, October 22, 2008 1:30 p.m.