Present: (See attached attendance list)

Our September meeting represented an orientation for the AtD CORE Team. Meetings are targeted not to exceed 1 hour and members are encouraged to send other representatives if they cannot attend. Meetings are open and input and collaboration encouraged.

Introduction of Members:
Members introduced themselves. Faculty and staff were present. Although 5 students are also on the team, they were unavailable as our meeting time conflicted with the new time for the ASO meetings. Our meeting schedule was reviewed later in the meeting to take into consideration student attendance.

Member Review of Roles and Responsibilities:
Our group reviewed the duties of the team as outlined by AtD guidelines.

Review of Work Plan:
Members reviewed the work plan and were shown work plan activities that have already been completed and those that are to be completed during the fall 2011 semester. Our group was encouraged to sign up for individual work groups that were aligned with activities. They can email Ms. Doffoney work groups they would like to join. One subcommittee developed was the Orientation Sub-committee.

Data Team Report:
Data Team Co-Chair Kristi Blackburn discussed the data team functions and work being done at the data meetings. Also discussed was the definition of how data would be used.

AtD Website: Sara Rubio and Ms. Doffoney are working with Jonathan Lee to develop our website. Others are encouraged to join our work group.

SharePoint:
The group was informed that the Social Media Task Force is moving forward to try and secure SharePoint. Updates are forthcoming.

ACTIONS TO REPORT:
- Sally Fasteau by consensus was selected as the Faculty Co-Chair for the AtD CORE Team
- Orientation Sub-Committee members are Elizabeth Colocho, Kristi Blackburn, Robbie Barker, Yvonne Pueblos, Carmen Carrillo, and a future student committee member.
- The group agreed to keep our name at the AtD CORE Team

ANNOUNCEMENTS:
- Several CORE members will attend the DAS Summit 9/23/11 which will focus on AtD.

NEXT MEETING: Monday, Oct. 31, 2011 in SS 219 at 1:00 p.m.