**Minute of CTE Committee Meeting on Tuesday, September 15, 2015**

**Present:** Mary Clement (Director), Shawn Hilbert, Kyle Caires, Lindsay Davis, Zack Taylor, Tim Knowlton, Sunday Peters (Minutes), Eliana Hirano, Steve Head, Michael Bailey, Jeffrey Lidke and Zahava Wilstein

**Agenda**

1. **Introductions and Why 12 members?**

The meeting started at 3.00pm. The Director of CTE welcomed everyone and individual introduction was done. She explained that statutorily the committee should have 8 people but currently we have 12. She said should be one person from each school and four from faculty assembly. She said there must be a miscommunication somewhere but she is glad to have everyone and will put every member of the committee to work.

1. **Book study Oct 6.**

Every committee member was given a group to lead in the upcoming group study. Members were encouraged to notify their members of the date, time and location of the book study this week. The Director advised that committee members should encourage members of the book study group to attend even if they have not finished reading the book.

1. **Make-up date is Thursday, Oct 29th at 3PM in Cook 303, with Mary Clement.**

The Director told the committee members to remind anyone that is unable to attend the book study on Oct 6 that there will be a make-up with her taking the lead on Oct 29th.

1. **Encourage people to attend Nov. and Dec workshops.**

Committee members are to encourage people to attend the Nov and Dec workshop of CTE.

1. **Elect a chair to coordinate meetings, take and post minutes.**

The committee members unanimously elected Sunday Peters as the chair of the committee. The meeting was adjourned thereafter.