1. The committee agreed to use a template for selecting dates for the ELA workshops. The third week of each month was favored, with flexibility on the day in that week, but there was support for Fridays. The favored format would be lunch [12-12:30] and workshop [12:30-2:00]. Julie, Kevin S., Jennifer, Tim and JD will prepare a calendar for committee approval.

2. JD reported that Provost Senior Staff agreed to modify ELA eligibility to P 15 and the deadline for completed nominations has been moved to November 21. Notification to the first cohort will still be sent by the end of the first week of December.

3. All ELA faculty have been confirmed, with the exception of the April 2009 Vision/Mission session. Mark Chidister suggested Ms. Maury Cotter, University of Wisconsin-Madison, be asked to lead the session. Ben Allen was also suggested. The committee recommended that Ms. Cotter be contacted regarding her availability, since she is a national expert on strategic planning and quality improvement. Julie & JD will contact Ellen Rasmussen, who has worked with Ms. Cotter, to get a second opinion. If Ms. Cotter is available, willing, and the details can be worked out, the committee suggested that we explore the possibility of using a video conference format. It was also suggested that, if possible, the new ISU point person on the next strategic planning exercise be involved. More details to follow.

4. The committee edited the invitation to be sent to ELA faculty for the orientation seminar.

5. The committee discussed the draft for “logistics support” to be sent to ELA faculty. Tim will add a section on instructions for attaching electronic articles, “homework”, further readings, etc., so these components can be prepared and provided to cohort members before or after the session.

6. The committee briefly discussed the draft letter to be sent to members of the first cohort and proposed edits. Agreement evolved on handling the feedback to those not selected. The party making the negative decision will send the response, copied to the appropriate groups or individuals involved in that nomination. Those not selected could be encouraged to consider future ELA involvement.

7. JD, Kevin S. and Corly, or whoever is available, agreed to meet with CELT about the orientation seminar. Julie will set up a meeting with Steve and Susan to discuss the topics the committee wants discussed at the seminar. It was suggested that Larry Ebbers might also be a potential resource on adult learner strategies.

8. JD agreed to contact Denise Vrchota about her time desires for the communication theory session. [Denise wants a four-hour block.]

9. To avoid confusion, Tim agreed to delete the asterisk beside P 15 on the cover page of the online registration protocol.

10. The next committee meeting will be November 13.