Present: Phil Jones and Molly Moore (co-chairs), Cheryl Conway, Martha Guirl-Phillips, Lynaire Hartsell, Cedar Middleton

Jones offered to take minutes.

The task force discussed the latest draft of the outline of the program, which Conway and Hartsell provided. Guirl-Phillips noted that Dean Allen wants the program to maximize the effectiveness of the organization and that the final version of the draft will need focus on this emphasis. Everyone agreed to send the draft as is to 1) Faculty Department Heads for discussion on Thursday the 14th and 2) Operations Groups for feedback via e-mail in advance of the task force’s meeting on the 20th. The meeting on the 20th will be used to examine feedback from both groups and determine the steps necessary to create a final draft.

The task force reviewed the forty-seven responses from the online survey, which was turned off. Members can examine the responses more in-depth outside the meeting. Some feedback appeared valuable at first glance, but some responses indicate either no interest in cross-training or an interest in “cross-training” that is outside the task force’s definition. Other points emerged from the discussion:

- Multiple respondents want tours of departments or a broader array of general skills
- The challenge of devising a plan that increases depth and ability in tasks and skills—within the framework of a cross-training program—so that departments facing exceptional demands and shortages of staffing can fulfill their responsibilities
- The exchange of positions in a Level 3 scenario need not be simultaneous

Hartsell offered to examine the responses in greater depth, categorize them, and provide the other members of the task force with a tally and summary.