Present: Phil Jones and Molly Moore (co-chairs), Cheryl Conway, Martha Guirl-Phillips, Lynaire Hartsell, Jeff Banks (ex officio)

Jones offered to take minutes.

The task force decided on a final wording for the invitation to library personnel to complete the survey on cross-training. Jones agreed to revise the draft and send out to the Libraries’ list by the afternoon. He will ask library personnel to submit their responses by the end of business on Tuesday the 13th so that results might be discussed at the next meeting. Moore offered to send out a reminder of the deadline on Monday the 11th.

Conway’s draft of the narrative outline of the program was discussed and attendees suggested revisions. It was agreed to use the upcoming meetings of the faculty department heads on the 14th and the operations group on the 28th to secure feedback from department heads and supervisors. Other forums were suggested, but it was noted that the task force was responsible for producing the documents listed in the appointment letter and should move forward. Banks raised questions about the use of “no-fault” in the narrative. Members agreed to table the matter and revisit it at a future meeting. The task force also deliberated on the piece(s) of documentation that would follow an assignment—namely, if there would be a report on the experience separate from the site supervisor’s review of the participant’s performance.

Conway offered to make the straightforward revisions to the document and Hartsell agreed to work with her on the more substantive ones in advance of the task force’s next meeting. Jones should distribute the new version to the department heads in advance of their meeting on the 14th. Conway and he will attend the meeting and can forward responses to the task force.