

## COPE Minutes

5-10-17

Rob Williams, Alicia Shaw (also proxy for Julie Milligan), Joan Henley, David Agnew, Sarah Labovitz , Lance Bryant, Susan Whiteland, Lisa Rice, Amanda Lambertus, Audrey Bowser, Valier Hinson, John Hall, Ryan Kelly, Tonja Fillippino

Meeting called to order by Rob Williams at 11:02 am

Motion made by Alicia Shaw, second by Sarah to approve minutes from April meeting. Motion carried.

Reviewed the COPE handbook, Joanna wants everyone to go through the handbook and send her the edit remarks. The due date to have the edit remarks to her is May 17<sup>th</sup>. She will have the edit done and back to Rob to send out by May 31<sup>st</sup>. Rob will then send out the finalized COPE handbook for a vote after that.

The PRT committee in the Math department is meeting now to discuss language about PRT and Review language being put in their documents. Amanda will send out the wording that her department used so that we can potentially have uniform wording for other departments.

Standard 5 was handed out and discussed; we were reminded that our CAEP site visit is Nov. 5-7, 2017 and we need to be prepared in case there are any questions.