

## College Recommendation Sub-Committee Rec. 2/ 1<sup>st</sup> Meeting Oct. 5, 2015

Present: Doris Hankins, Maril M Bull, Sheila Metcalf Tobin Absent: Dr. Jon Murphy, Daraja Wagner, Carlos McLean

**Guests: none** 

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
I.	Review of writing template document and clarification of responsibilities	Read documents provided
II.	Revision of by laws, we know it's happening in CEMPC, CIC	Minutes from committees as evidence
III.		
IV.		
V.		
VI.		
VII.		