The meeting was called to order by Sharon Decker at 3:00 p.m. The minutes for October 15, 2008 were approved by consensus.

I. Old Business:

A. Proposed Definitions (Attachment A)
   The vote was unanimous.

B. Proposed Student Learning Outcomes (Attachment B)
   Wording has been modified to correlate with IOL.

   Moved and second to move there will be a re-vote due to modifications from the writing committee.

C. Pilot Projects (Seed Grants) (Attachment C)
   Discussed: Seed Grants opportunities will be announced early November.

D. Marketing Plan – deferred
   A time-table will be presented in the next meeting.

E. Restructured Sub-Committees (Attachment D) – Reports
   1. Writing (Executive Summary): Yondell Masten
      Sub-committee is working on rough draft of QEP plan. A total of two pages for the Executive report were agreed upon.
   2. Immersive On-Line Technologies: Victor Gonzales
      Summarized phone-conference with Dr. Claudia McDonald from the Texas A&M in Corpus Christi, TX. Dr. McDonald has agreed to come December 9, 2008 for one hour presentation.
      Conference Calls (Forterra, Innovations in Learning, & PULSE): V. Gonzales & I. Williams
      In phone conference with John Burwell, we received a few tips on what we should be looking for in a virtual world. Dr. Wm Leroy Heinrichs from Stanford, who developed a physiology model, gave us insight of what that model does. Glenn Hill assisted in development of a matrix to use during critiques.
      Conference Nov. 11th (Second Life) – I. Williams & R. Decker
      The conference will be from 11am to 3pm in room ACB110. There will be 26 first-come first-serve laptops loaded with the second life software. Attendees need to activate your free account at
secondlife.com in order to avoid delay. You may bring your own laptop, but will need to use internet connect at the tables.

**Presentation Dec. 9th (PULSE)** – Will be from 10 to 11am in room ACB 260D and will be connected to the distance campuses.

3. **Acquiring Baseline Data ($2,500.)** –
   Thomas McGovern and Melinda Corwin volunteered as co-chair committee.

4. **Actions to be Implemented – Suzanne Escudier**
   No report.

5. **Assessment/Evaluation Strategies – Kari Wood**
   No report.

6. **Literature Review/Best Practices –**
   Sharon Decker volunteered as chair.

**II. New Business:**
Sharon provided two low-fidelity case scenarios tools, TeamSTEPPS CD and notebook. Committee to review TeamSTEPPS, CD, and MedTEAMS website, the tools for communication SBAR should be integrated into every project.

Thomas McGovern recommended a speaker to be invited to come speak.

Immersion Technology tools are available, but the program is not. Rick Decker suggested we could look into getting started through WebCT.

Sharon Decker informed the committee that pictures were taken for the banners, brochures, etc. There were students that represented every school.

Reports from sub-committees are expected in the next meeting. Committee will send via e-mail suggestions for reviewers to Sharon Decker.

**III. Adjournment:**
The meeting was adjourned at 3:35 p.m.
The next meeting will be held at 3:00 p.m., November 19, 2008.