1. Review agenda – agreed to agenda
2. Old business
   Sharing flex day impressions – participants were interested in more variety in workshops
3. Review and revise CAE mission statement -
   Revised statement: “The Center for Academic Excellence (CAE) strives to increase students’ academic excellence inside and outside the classroom through professional development activities, workshops, and forums. CAE activities are open to all CSM faculty, staff, and administrators.”
4. Review and revise CAE priorities and goals
   Priorities and short term goals revised:
   “Academic Senate CAE goals
Center for Academic Excellence Priorities
1. Provide and facilitate professional enrichment that inspires, nurtures, and rewards faculty and staff efforts to achieve teaching excellence (Institutional Priorities 1-3, 4.3).
2. Collaborate with programs to identify and overcome current teaching and learning obstacles including addressing the achievement gaps of underrepresented and underperforming students (Institutional Priorities 1-3).
3. Create and implement a shared vision of best practices and innovative, inclusive pedagogy designed to achieve greater student success. (Institutional Priorities 1-3, 5.2-3).
4. Provide a forum for sharing PD experiences and projects. (Institutional Priorities 4.3 and 5.2-3).
5. Create an environment encourages cross discipline communication.”
   1. Establish CAE committee as a standing Academic Senate committee that advises Academic Senate and Dean of Academic Support and Learning Technologies on professional development.
   2. Improve faculty and staff engagement with CSM professional development opportunities. (call for workshop ideas from faculty and staff)
   3. Expand website as a means for disseminating professional development opportunities, resources, and outcomes.
   4. Expand PD support for adjunct faculty and staff”
5. Discussion of forming a CAE standing Committee of AS.
   David and Theresa will get a draft of bylaws for committee to review at the next meeting.
6. Announcements and next steps

Next
Tentative Timeline for next steps:
PD plan:
   1. Dean of ASLT and PD coordinator work on PD plan, Sept - November
2. AS/CAE reviews PD plan, November
3. PD plan goes to IPC, November/December 2015

CAE committee development:
4. CAE meeting to go over mission and goals, September 16, 2014
5. AS meeting to present CAE mission and goals and get feedback, September 23, 2014
6. CAE committee – develop membership and bylaws, October
7. AS/GC meeting to present CAE as a committee, October
8. Take to AS/GC for action to form CAE committee officially and approve mission and goals, October 28, 2014
9. First official CAE meeting in Spring semester, 2015