### Minutes:

**Absent: Jen**

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Location</th>
<th>Next Meeting(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Members:</strong>&lt;br&gt;Kim Wray&lt;br&gt;Robert Benson&lt;br&gt;Lance Olson&lt;br&gt;Kim Weismann&lt;br&gt;Kenley Nebeker&lt;br&gt;Jenae Hunter&lt;br&gt;Katie Peterson&lt;br&gt;Jennifer Nebeker</td>
<td>Alumni Rm</td>
<td>Oct. 22&lt;sup&gt;nd&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Commencement</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am</td>
<td>Send email of Teams invite information.</td>
</tr>
</tbody>
</table>

| Adjournment | |
|-------------|*schedule on Teams*<br>*Kathy Mattson about Listserv* |

1. Spring/Summer schedule
   a. Due Friday 9<sup>th</sup>
2. Start of Spring Semester/Spring Semester
3. GEER Funds
   a. Added in paying for course arc, nursing simulators
4. Academic Discipline Groups
5. COGs/POGS
6. Symbiosis – Katie
   a. Instructional Design, Follows “quality matters”
   b. On Boarding courses for new faculty to show how to teach online
   c. Symbiosis only works for Higher Education
7. Important dates
   a. Open No show reporting at noon 20<sup>th</sup> and close on 22<sup>nd</sup>. (Friday)
8. Book Charging
   a. Hold to the last day of book charging which is 22<sup>nd</sup> at noon
9. Other Topics
   a. Look into schedule on Teams
   b. Shawn needs CTE certification