



Minutes of Meeting

Date: Tuesday, April 30, 2013

Commenced: 4:15 p.m.

Concluded: 7:00 p.m.

Purpose: Finance Curriculum Committee meeting

Committee Member Attendees:

Rob Carson
Maryanne Evanko

Ken Horowitz
Camille Rosenberg

Wanda Saez

MCCC and NJDOE Attendees:

Jonathan Rowe, CTEP Project Director
Grace Wilson, CTEP Project Coordinator
Robyn Kay, NJDOE/OCTE Manager

Materials Provided:

- Agenda
- Finance Course 1 Deadline Dates
- PFT project Description Four-paragraph Model provided by Robert Carson
- Course 1 and Project 1 description of units provided by Robert Carson and Camille Rosenberg

I. Regular Business

After the meeting was called to order, first we noted the curriculum units' deadline dates.

It was discussed that the Finance cluster will align their deadline dates with Entrepreneurship/SREB deadline dates. MCCC will have their curriculum expert review and approve all of the Finance Programs of Study. Camille Rosenberg and Robert Carson who are the Finance Curriculum Writers distributed materials to the group updating their progress. Robert Carson presented his progress via overhead projector and the group meticulously analyzed and refined the content and language of his course units. Robyn Kay assisted the writers as they asked for her input.

II. Next Meeting

The next meeting is tentatively scheduled for Monday, May 13, 2013 from 4:00 p.m. to 6:00 p.m.

III. Adjournment

The meeting concluded at 7:00 p.m.