1. **Welcome & Approval of Minutes**

2. **Updates [standing item: informational]**
   a. Status of three initiatives: Annual PTE process; Essential Elements; Working Group
   b. Communications

3. **Academic position descriptions**
   a. Discussion

4. **Framework for *Faculty Handbook* revision**
   a. Discuss possible outline for *Faculty Handbook* section on PTE
   b. Next steps

5. **Next Meeting**
   a. Friday, December 11, 9:00 – 10:00 AM