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Action Items	Person Responsible	Due Date
Seek clarification from THECB regarding Reference Course Profile format as desirable outcome/product	Jean Keller	1/25/2012
Draft a certificate for AVATAR participants to get credit for professional development. CPE	Nicole Volkman	1/31/2012
Facilitator Guide Outline	Mary Harris	4/30/2012
Schedule an April date for a potential Chamber/workforce meeting	Jean Keller	2/10/2012