

Dewar COE Meeting Documentation Form

This form should be completed by all non-statutory committees/groups for meeting associated with the COE.
Statutory committees are required to maintain formal minutes.
The completed form should be filed according to approved COE policies and procedures.

Committee/Group Name: C41

Chairperson/Responsible Contact: E. Wiley

Purpose of Meeting: program meeting

Date: 10-6-15 Time: 10:30 Location: Conference Rm.

Departments/Groups/Agencies Represented: LS, HF, EW, SD, LL, DD, DK, EH

Primary Outcomes: Discussed needs for GAETC, Discussed webpage URL for new doc & Master program HF making schedule for new program courses to review at next meeting - ? can IT students take new program courses as electives - depends on numbers in the courses - begin with 0- or prerequisites - LS - organizing list of responsibilities for vendor event at GAETC - participants need to complete travel authority - sign up for tasks for GAETC - Elizabeth Dunter meeting with us to discuss new Live Text data process - 1. New program accounts in LT - 2. Need to tell how what assessment documents need to be moved to new program accounts. 3. still have access to "old" account, 4. will not use Media Spe anymore - 5. Keep same password. 6. have different usernames for each program.

Actionable Items/Planned Follow-up: ① Sign up for GAETC tasks - ② send EO List of assessments/documents to move to New Account. ③ Need to establish naming convention - Once an assessment is used - can't just change the name - would have to recreate document with new name - ④ Can "share" old COE documents to move to new COETs if necessary ⑤ Not necessary to move reports. ⑥ Can send screenshots of items to be moved -

⑦ P: Prepare Faculty Annual Report - send digital copy / have copy for signature -