

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: ____ CLT Faculty _____

Chairperson/Responsible Contact: ____ Dr. Leon Pate _____

Purpose of Meeting: ____ Emergency Meeting to Discuss Syllabi Conversion _____

Date: 4/7/2014 ____ Time: 10:00 a.m. ____ Location: _____ SLP 226 _____

Departments/Groups/Agencies Represented: Drs. Pate, Gibson, Siegrist, Green, Tsemunhu, Wiley, Dees, Hsiao, Kim, Fiester, Downey, R. Schmertzing, L. Schmertzing, and Leader; Mr. Bochenko, Mrs. Davis _____

Primary Outcomes: Faculty Work Assignments discussed and handouts given concerning matrices and new syllabi _____

Actionable Items/Planned Follow-up: Concerning revision of Syllabi – Electives do not have to be coded and won't have program information. Coding is required for Educator Prep. Programs which get certification from PSC or concentration leads to certification. Every syllabus in Curriculum will have to be done. The two assessments are per program, not per class. Emphasized that books & materials, course content & objectives, and assessments could only be changed with a consensus of the course faculty.

Continuous Improvement matrix was discussed. Institutional Effectiveness Reports discussed. _____

CIED & LEAD 9999 would all be the same. Theme and assessments will be part of field work since don't have classes. _____