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: _____ IT   Group_

Chairperson/Responsible Contact: _____LS /EH___

Purpose of Meeting: __Program Activities_____

Date: __01/12/2022_____   Time: _10:00 am-12:00pm__   Location: _Conference Room_

Departments/Groups/Agencies Represented: _JJ, DK, TT, LS, DH, SD, EH, NG_____

Primary Outcomes:

a. Which classrooms in our building are set up with the capability of simultaneous Whiteboard, projection, and video conferencing with 2-way sound?

b. Catalog changes:
o   expectation of what when formatted how (e.g., filenames, proper forms, dates)
o   when it needs to be where
o   all syllabi in new format for any courses with changes
o   outcomes and assessments statements align to domains and/or proficiencies?

c. Selected Educational Outcomes

d. IT Domains:
o   what are they?
o   relation to fieldwork, assessments, proficiencies (e.g., applications of data literacy; use research and understanding of methods; employment of data analysis to support school environments; lead collaborative activities; support applications of technology; application of professional dispositions, laws and policies, codes of ethics and prof standards)

e. Advising:
o   tracking student grades? Withdrawal?
o   Personal contact before flag raising?
o   who is doing flag raising?
o   degreework for graduate?

Actionable Items/Planned Follow-up

a. new soundbar for conference room (Feb)

b. Follow the file naming rules to organize the forms for catalog changes and send them to LS this week. Syllabi are only required for new courses.

c. The domain assignment remains the same in ITED 8100 until we find out more detail from AECT. EH will contact AECT.

d. **Selected Educational Outcomes**

1. Candidates will demonstrate an adequate understanding of the knowledge expected in their fields and delineated in professional, state, and institutional standards while simultaneously demonstrating professional growth and leadership.

2. Candidates will use data and research to inform their practices in creating and using instructional technology.

3. Candidates will demonstrate professionalism by using their knowledge and skills to create positive, effective, technology-enhanced environments for teaching and learning.

Examples of Outcome Assessments

1. Candidates will demonstrate content knowledge through course-based content assessments, a state-based content exam, and a portfolio.

2. Candidates will demonstrate their ability to use data and research to inform their practice through application and analysis of research-based literature and action research.

3. Candidates will demonstrate their ability to create positive environments for teaching, training, and learning during field-based projects related to digital learning environments and technology integration.

e. Everyone needs to check students' grades before flag-raising.

f. No degreework for graduates.

g. Alumni Video: DH's student and NG will do the 2-miunute vidoes.

11/15/2012