

## 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: CDI

Chairperson/Responsible Contact: L. Schmetzing

Purpose of Meeting: Departmental updates, Program Reports, Applicant <sup>qualification</sup> Description

Date: 9-13-16 Time: 10:30 Location: Conference Room

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

Primary Outcomes: 1. Live text reports, Names not available in GACC Test Results; New policy - LT assessment assignments due by specific COE date. PI2 Learning Report / Clinical Practice must have assignment to match 100 pt. scale - All LT assessments must due same time as course grades. Discussed data from IER/IEP/ will continue to discuss data for program improvement -

- Office of Internal Audits - Committee lists - LS sending copy of committee lists.
- Summer Teaching Guidelines - Senate email ~~refers to proposed salary for faculty~~ refers to proposed salary for faculty teaching summer courses - <sup>Policies</sup> senate meeting Sept/Oct.
- discuss improvements/corrections to webpage - M
- EW - add items to the CTL Repository - LL add to IER/IEP to Repository -
- Discussion of applicant description for EW replacement
- Letter from Dr. Martinez

Actionable Items/Planned Follow-up: Check courses to make <sup>sure</sup> 100 pt. assessments have assignment in LT.

- Continue to discuss data from assessments.
- LS send email to Internal audits -
- Suggests attending Senate meetings to remain informed
- get corrections/webpage to RT.
- Complete IER/IEP - send to Lars - NK will post assignment in LT for IER/IEP -
- Complete Data use for Strategic Program Improvement
- Mtg with Creative Services Wed. 9/14/16 1:00pm
- Complete applicant qualifications + rationale

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Committee/Group Name: CLT

Chairperson/Responsible Contact: L.S.

Purpose of Meeting: Web Page / Replacement Position Qualifications for EW

Date: 9/14/16 Time: 1:00 - Location: Conference Rm

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

Primary Outcomes: K.W. discussed web pages - discussion determined areas of revision - Sorting on right completed by Friday - Other revisions completed today - EW - ~~was~~ shared information for responsibilities, work load - LS - Request for 1 week later on LT assessments - LS - Rationale, EW - form to complete for rationale - see Dr. Pate

Actionable Items/Planned Follow-up: \_\_\_\_\_

- Revision completed by 9-16-16
- Send revised job vacancy description to Dr. Pate
- Contact Dr. Pate about form.
- ✓ email from HF about Grad School - Doctoral service - googledocs link