

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 program meeting

Chairperson/Responsible Contact: E. Wiley

Purpose of Meeting: Discussion of webpage design -

Date: 2/11/14 Time: 1:00 Location: Rm220 / conference

Departments/Groups/Agencies Represented: H. Feister, E. Wiley, S. Downey, L. Leader, D. Kim, D. Dees, L. Schwertzing, E. Hsiao

Primary Outcomes: webpage meeting - may need some revision based on webmaster feedback, program description may need changing to reflect more variety in program offerings - EdS information needs updating - LS forms from 5999 - Advisor needs access to 5999 forms - especially ones related to field experiences - To be discussed - charts for CAEP - sample course objectives - Matching assessment & course objectives - Talk about how to facilitate / assist colleagues getting ready for Tenure & Promotion

Actionable Items/Planned Follow-up: E.W. to meet with webmaster, program coordinators may need to revise program descriptions to better reflect program offerings - E.W. will correct department webpage reflect correct EdS information - Add Forms for EDUC 5999 to Liveltext - have students upload to Liveltext -

F - Need to dedicate time to service, scholarship, - need to balance with teaching & assessment & _____

SO - those who are coming up for T+P need to make needs known so others can assist -

11/15/2012