

## 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

Chairperson/Responsible Contact: E. Wiley

Purpose of Meeting: Promoting Programs, Grad School meeting, Website, EDS/IT program  
GACE for IT

Date: 4-1-14 Time: 1:00 Location: Conference Room

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

Primary Outcomes: ELing - Facebook - Google page advertisement for programs -  
Looking at grant from Grad School to support. Send facebook link to students - Tri-fold  
Brochure - Need to check website for accuracy - old bookmarks do not work  
since webpage update - CW made new ones for Thursday Graduate School Activity  
LS concern about EDS/IT program options for library/media certification -  
PAAR reports coming up - Develop marketing strategy for fall implementation -  
Registration errors due to old prerequisites -  
Actionable Items/Planned Follow-up: Add comments from students to Facebook - have  
GAs to add Educause articles as a feed for content on facebook - will send  
word document for review/edits before finishing - ✓ website - let Ellen  
know if anything needs to be fixed - Banner/etc for Grad School program -  
Lars / Daesang & Grad student set up for Thursday afternoon - <sup>Possibly</sup> Contact Blierber +  
Lilliner about program concerns for EDS/IT/LM. (Will have opportunity to  
provide feedback on GACE for IT. LL to attend meeting in April. 11/15/2012  
Be prepared to collect data. Prepare plan for marketing / start early in fall  
for Spring admission - Contacted Registrar about old prerequisites -