

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: C&I IT Group

Chairperson/Responsible Contact: LS/EH

Purpose of Meeting: Program Activities

Date: February 2, 2021 Time: 10:00am Location: Collaborate Ultra

Departments/Groups/Agencies/Individuals Represented: Taralynn (notetaker), Steve, Daesang, Herb, E-Ling, Jiyoon, Laverne, Lorraine

Primary Outcomes:

- *Reviewed course schedule for fall 2021 (based on best estimates of enrollment numbers).* Need adjunct for second section of **ITED 7400** (course requires a textbook). Need adjunct for second section of **ITED 8300**. Need adjunct for another section of **ITED 8960** (course will be revised to include more about evaluating research). Checked the 9999 sections to make sure that everyone has a listing.
- *Resequencing of EdS course.* Decided not to re-sequence, but redesign courses to accommodate the GaPSC standards more. Courses need to focus more on synthesizing and assessing research methods and results.
- *Complete the APL Evaluations.* Be sure to put an end date for items completed in the prior year—otherwise they will show up. Please upload your reports in APL and use Outlook to email Steve Downey the word file (not PDF because he has to edit it).
- *Service Fields Meeting with Natalie – Wednesday, Feb. 3.* Changes in the GaPSC such as applying certificate upgrades and mentoring.
- *Advising Loads.* Share loads for programming coordination and advising. Steve proposed new set of roles and will send the committee his ideas for us to think about.
- *Online Teaching Endorsement.* From a meeting with Natalie regarding Endorsement programs, some programs require students to purchase Livetext (which is not fair for three courses). Thus, the Livetext requirement has been removed. Students should also complete the Letter of Intent form, but other

programs have developed their own form. E-ling wants to remove that requirement because the form is slow to process and some students have already graduated. Therefore, any student interested in the Endorsement or Certificate for Online Teaching please have them communicate **directly** with E-ling Hsiao.

- *GAIT Meeting*. Shared information on the next GAIT meeting and send email for the Web conference link.
- *GMLA Conference*. Would like to know whether VSU will have a booth. Department can cover Laverne's travel expenses.

Actionable Items/Planned Follow-up

- Look into field experiences hours from GaPSC regarding IT programs.
- Change the Letter of Intent form to a software program that E-ling can have access to (e.g., Qualtrics).

11/15/2012