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_____

Chairperson/Responsible Contact: LS/EH_____

Purpose of Meeting: __Recruitment, IER/IEP; Library book order; Senate Committee Nominations; Visit from Provost; Mentor Form/Training_____

Date: ____8-29-17___   Time: ____10:30am-12:00   Location: Conference Room #_____

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

Primary Outcomes: Items discussed:

GAETC – Recruitment: Continue to use theme: What's Popping Up at VSU? LS will contact vendor for popcorn machine, TH will also go; Contact LS if interested in attending and assisting with booth

IER/IEP: complete these, address the Strategic Program Improvement report (due 9-11-17)

Program Assessments: add self as co assessor in LiveText; do not check "await reconciliation", no need to be co instructor in Blazeview

GRE/MAT: discussion of waiver for admission; will need catalog change, check out other USG program admission requirements

Graduate Admissions statement: HF sent recommended statement to be considered; discussion about GPA and GRE

Book titles for Library Collection

Senate Committee Nominations: to be voted on

     SD: Promotion and Tenure; President's Strategic Planning Committee

Provost Smith visited with the department on Monday.

Mentor Form and Mentor training (online module) discussed

EDUC 5999 now managed by COE faculty

GACE

Actionable Items/Planned Follow-up

- Complete the required reports
- Will need to address program change recommendations/ graduate school admission requirements
- Send book titles to EH
- LS needs information for Mentor training
- Need to add GACE requirement to Catalog/Catalog change