

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: CDIT

Chairperson/Responsible Contact: E Wiley

Purpose of Meeting: Discuss PRS/ Banner- Blazevue issues

Date: 8/26/14 Time: 1:30 Location: Rm 226 SLP

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

Primary Outcomes: Discussed graduate faculty list and if needed for dissertation committee; issue with Banner/Blazevue students being dropped; question about having a staff person who is responsible for completing program reporting tasks- Reviewed frequency of Program Reports; Program coordinators' meeting today- Proof rolls due-

Actionable Items/Planned Follow-up: complete PRS, get colleague to review; submit proof rolls;