

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+IT program

Chairperson/Responsible Contact: E. Wiley

Purpose of Meeting: Discuss Program Issues

Date: 3/8/16 Time: 10:30 Location: Conference Room

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

Primary Outcomes: Discussed textbook order process. Discussed GACE approvals for students. LS has sent emails to list from GaETC.

Actionable Items/Planned Follow-up: Summer orders due 3/15. Fall orders due 4/1. JC will be contacted about order issues. Send info to students for GACE. LS will continue sending emails to list from GAETC.