

## 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: C. Wiley

Purpose of Meeting: Program meeting

Date: 9/29/15 Time: 10:30 Location: Conference Rm

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

DK:  
Primary Outcomes: Library Resources/Funds available for new program (Contingency Funds)  
Discuss purchases for new Master IT with SD also Doctoral program needs - LS recommended  
Research Handbooks - IF considered videos that could be uploaded but may not be available  
for new program and other comparable resources may be available online -  
EW - Funds for Recruitment have been awarded - advertisement - social media - webpage - print materials -  
Need URL for GAETC materials - also have Radio Ads (NPR)

IER/IEP due tomorrow  
HF - Graduate school approved new concentrations in Doctoral program: moving away from initial certification but concentrations will use previous field of certification - will make us more competitive and also financially beneficial for students in the program -

SD - New program completely approved - working on Premium tuition proposal  
EW - retiring Summer 2017 LS - assessment process needs to be evaluated and improved.  
HF - 4 new courses / scheduling issue needs to be discussed. EW - 3 people dissertation committee suggestions

Actionable Items/Planned Follow-up  
① Return form for Library Contingency Funds  
② Once webpage is up - need URL for GAETC Recruitment materials -  
③ Discuss scheduling to accommodate new programs & courses -  
④ Post IER/IEP to Livetext  
⑤ Need to look at course scheduling needs in terms of new positions for faculty - identify exactly what skills are needed / description of position needed.