

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: CAI

Chairperson/Responsible Contact: LS / E.H.

Purpose of Meeting: _____

Date: 3-9-17 Time: 10:30 Location: Conf. Room

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

Primary Outcomes: COE Assessment meeting on Thursday - Bring ^{Program} assessments / PSC assessments. Core book for IT - Trends and Issues in Instructional Design and Technology - update on search - SD - will be contacting references today. EW: Textbook orders - need to post for adjuncts - LS: conversion mechanism - 1st applicant (nov 154 graduate) DD - 2FA information shared -

Actionable Items/Planned Follow-up: Assessment training - Thursday / contact applicant references / Text book orders due / 2FA - April 3 / conversion mechanism - Degree in instructional technology required - Graduate School allows 12 hr. transfer - But individual programs must determine transfer based on program requirements