

## 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: CIT

Chairperson/Responsible Contact: LS/EH

Purpose of Meeting: Advising sheets; ITED & CIED course sections; Progress Reports on accreditation; IEP/IER

Date: 09/01/2020 Time: 10:00- 12:00 Location: Blackboard

Departments/Groups/Agencies Represented: DK, EH, HF, JJ, LH, LS, SM, SD, TH

Primary Outcomes: Writing groups: concerns were discussed, suggestions offered; SD will send documents that be received from Natalie; List of courses for Spring 2021. Instructors including adjuncts were discussed and determined we may cancel or reassign hybrid sections, because no one has yet wanted to enroll. Summer 2021 was also discussed.

Actionable Items/Planned Follow-up: SM will email to M. Williams to ask if she can teach 2 sections; 2 sections of CIED 7601 and 7602 (Kim & Hsiao) if would be very good to have some more adjuncts, especially in Library Media (SD).