

## 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 + J

Chairperson/Responsible Contact: LS / EIT

Purpose of Meeting: Spring Schedule / Summer-Fall

Date: 9/26/17 Time: 10:30 Location: Conference Room

Departments/Groups/Agencies Represented: LS HF EH SD LL DK TH DD LP

Primary Outcomes: discussed / checked courses for Spring 2018 semester  
✓ the adjunct needs - Discuss need for ITC07050 adjunct professor (Robin Medley)  
Discuss course release - Program Coordinators Meeting

Actionable Items/Planned Follow-up: will need to review course needs for Summer /  
Fall 2018 - Contact Robin Medley to determine availability  
Program Coordinators Meeting