

## 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: ITED 8970-IRB application & list of mentors; ITED 7300 Rubric; Faculty Evaluation Model; GaETC Vendor hours; Resources got from AECT 2019; Follow up on Blazeview combined site and Mypages

Date: **10/30/2019** Time: **10:00- 12:00** Location: **Conference Room**

Departments/Groups/Agencies Represented: LS, DD, DK, SM, LP, EH, HF

Primary Outcomes: Recruitment event on Nov 19 (6:30pm) Stonebridge, GA  
Please let Dr. Pate know if you can attend; LP update on new classification  
title; EL provided update on items discussed in the Tech. Committee  
meeting; DK is done with mentor application & submitted IRB for  
an action research course; Revised faculty Evaluation form was discussed.

Actionable Items/Planned Follow-up: LP: the faculty members will receive a letter from  
the department head on new classification title; IRB is now receiving  
submissions online; New Annual faculty Evaluation form offers  
4 evaluative categories - "labels themselves need to be revised"  
"the previes categories work fine when you get narrative"  
Georgia ETC → ask M. Bochenko to give his business cards; the number  
of brochures is limited.