

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: cd /

Chairperson/Responsible Contact: LS / EH

Purpose of Meeting: Discussion of conference / webpage / staff

Date: 11-14-17 Time: 10:30 Location: _____

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

Primary Outcomes: LS - Discuss GAETC - Lots of traffic to the board / at least 5 applications completed - Leadership high interest - may need to request additional funds for next year. EH - AECT outstanding service award - congratulations! DK running for AECT member at large. New secretary: Margo Watts - will begin after Thanksgiving. Discussion of possible ways she can help with records. DD - GRE/MAT acceptance scores - HF will send information to address the correct score. Send update information for catalog to J. Kinney - Use term media specialist when referring to certification field. EH - Discussion of student issues.

LL - Need information regarding PSC interim guidelines - Discussion of dean candidates. to

Actionable Items/Planned Follow-up: _____

1. For J. Kinney - provide original / include corrections