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: CIB IT Program Group

Chairperson/Responsible Contact: E. Wiley

Purpose of Meeting: Program schedule and LiveText requirements

Date: 12/2/14    Time: 1:30    Location: Conference Room

Departments/Groups/Agencies Represented: SD, EW, HR, LS, CH, DK, LL

Primary Outcomes: 1. Tracking student data was discussed. 2. Schedule of Courses overview was discussed. 3. Tech Committee update was given by SD. 4. LS provided overview of field exp log. 5. LiveText requirements discussed.

Actionable Items/Planned Follow-up: 1. A new spreadsheet will be created to track student data. 2. Updates will be made to schedule, new schedule will be redistributed. 3. Request Office 2013 software name use through IT dept. SPSS will be added to all labs. 4. Review the field Exp log for courses taught. 5. Complete all LiveText program assessments.

11/15/2012