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: CLT program meeting

Chairperson/Responsible Contact: E. Wiley

Purpose of Meeting: Discussion of webpage design

Date: 2/11/14 Time: 1:00 Location: RM220/conference

Departments/Groups/Agencies Represented: H. Feister, E. Wiley, S. Downey, L. Leader, D. Kim, D. Dees, L. Schertzinger, E. Hsiang

Primary Outcomes: webpage meeting - may need some revision based on webmaster feedback, program description may need changing to reflect more variety in program offerings. EdS information needs updating. LS forms from 5999. Advisor needs access to 5999 forms, especially ones related to field experiences. To be discussed - charts for CNFP sample course objectives - matching assessment & course objectives. Talk about how to facilitate/assist colleagues getting ready for Tenure Promotion

Actionable Items/Planned Follow-up: EiW to meet with webmaster, program coordinators. May need to revise program descriptions to better reflect program offerings. EiW will correct department webpage reflect correct EdS, information. Add Forms for EDUC 5999 to live text. Have students upload to live text.

F: Need to dedicate time to service, scholarship. Need to balance with teaching & assessment. Need to dedicate time to service, scholarship. Need to balance with teaching & assessment.

So - those who are coming up for TP need to make needs known so others can assist.

11/15/2012