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

Chairperson/Responsible Contact: E. Wiley

Purpose of Meeting: selection of Honors students/scholarship recipient

Date: 3/25/14  Time: 1:00  Location: conference center

Departments/Groups/Agencies Represented: EW, KS, HF, EH, DD, DK, LL, SD

Primary Outcomes: completed selection of Honorees.
April 13, Graduate Fair. DD & LL promote program with Honors program.
Marketing Plan: SD - Florida - Florida Atlantic - Pensacola - information available when needed.
Reviewed webpage revisions/ discussed program enrollment.
Discussed new certification guidelines.

Actionable Items/Planned Follow-up: contact Renee Whitmer for information about certification steps. Send Renee information to Honors Committee representative.

11/15/2012