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 Faculty ________________________________________________

Chairperson/Responsible Contact: ____Dr. Leon Pate_____________________________________

Purpose of Meeting: ____Emergency Meeting to Discuss Syllabi Conversion ________________

Date: _4/7/2014_____ Time: ___10:00 a.m. _____ Location: __________SLP 226 _________________

Departments/Groups/Agencies Represented: __Drs. Pate, Gibson, Siegrist, Green, Tsemunhu, Wiley, Dees, Hsiao, Kim, Fiester, Downey, R. Schmertzing, L. Schmertzing, and Leader; Mr. Bochenko, Mrs. Davis __________

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Primary Outcomes: ___Faculty Work Assignments discussed and handouts given concerning matrices and new syllabi ________________________________

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Actionable Items/Planned Follow-up: ___Concerning revision of Syllabi – Electives do not have to be coded and won’t have program information. Coding is required for Educator Prep. Programs which get certification from PSC or concentration leads to certification. Every syllabus in Curriculum will have to be done. The two assessments are per program, not per class. Emphasized that books & materials, course content & objectives, and assessments could only be changed with a consensus of the course faculty.

___Continuous Improvement matrix was discussed. Institutional Effectiveness Reports discussed.________

___CIED & LEAD 9999 would all be the same. Theme and assessments will be part of field work since don’t have classes.___________________________________________

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11/15/2012