

Dewar COEHS Meeting Documentation Form

This form should be completed by all non–statutory committees/groups for meetings associated with the COEHS.

Statutory committees are required to maintain formal minutes.

The completed form should be filed according to approved COEHS policies and procedures.

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Committee/Group Name: MAT Program Committee

Chairperson/Responsible Contact: Regina Suriel

Purpose of the Meeting: Discuss data disaggregation in Livetext

Date: August 23, 2013 **Time:** 1:00 PM **Location:** Room 2144

Departments/Groups/Agencies Represented: MSRD: Scott Grubbs, J. T. Cox and Regina Suriel

Primary Outcomes: 1. Understand how to disaggregate data for MAT in LiveText, and
2. Establish next steps in the commencement and completion of LiveText Annual Report, Institutional Effectiveness Report (IER) and Institutional Effectiveness Plan (IEP).

Actionable Items/Planned Follow-up:

Mr. Scott Grubbs will run data on LiveText and disaggregate data by both subject areas and student affiliation (MAT, MED)/course. Mr. Grubbs will forward disaggregated data to Rob Spires, J.T. Cox and Regina Suriel by Friday, August 30 via regular email. Each coordinator will then write synopses, based on the data, for their areas of expertise. Dr. Spires will write synopses for students focusing on social studies, Dr. Cox will write synopses for students focusing on language arts and Dr. Suriel will write synopses for students focusing in science, and so on. We will communicate via Google docs to facilitate communication and sharing of documents.

MAT coordinators will meet on Tuesday, September 3rd in room 2144 at 6:30 PM. We will compare notes and commence compilation of data synopses for the LiveText report. We will then gather on Thursday, September 5 at 1:15 PM, room 2144 to complete both IER and IEP.