

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: Master of Arts in Teaching Program

Chairperson/Responsible Contact: JT Cox / Bob Spires / Regina Suriel

Purpose of the Meeting: Report Writing

Date: 24 October 2013 **Time:** 1400 **Location:** COEHS

Departments/Groups/Agencies Represented:

Middle, Secondary, Reading, and Deaf Education

Primary Outcomes:

The three co-coordinators of the program worked on writing reports, using data from LiveText to assess student outcomes in MAT coursework.

Actionable Items/Planned Follow-up:

After compiling the reports for submission to the department chair, it was agreed that the three of us would work together on any required revisions.