

## 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: Cd IT

Chairperson/Responsible Contact: LS / EH

Purpose of Meeting: see agenda

Date: 1-23-18 Time: 10:30 Location: \_\_\_\_\_

Departments/Groups/Agencies Represented: LS HF EH SD LP LL DK TH DD

Primary Outcomes: Sp. Syllabi - due in digital measures - Von adjuncts. DP/DK review CIED 7060 - LL thinks 7300 may need to be revised - DK currently in charge of course - Use Atomic Learning/great resource. DD enter textbooks for 7060. (Hoonuit)

SD - Candidates on Campus - Jan 30 & Feb 5. Room 2002

DCC Program Discussion - Wed. Jan 31

SD - Pizza w. the President - TR Sokay - Merit Pay out

LP - No time sheets unless time off

LP Departmental Budget - some money available for travel/ technology need (computers) may be addressed through tech support

LS - EDS Fieldwork Log - explained field log process - Needs to be checked each semester

Actionable Items/Planned Follow-up: DP textbooks for CIED 7060 - SD Plan to attend candidate presentations/ Lunch & dinner options - w2 forms available in ADP

LS - EDS field log needs to be checked by each instructor during the relevant course/semester

LS - explained course instructors need to provide specific instructions for Diversity section of Field log for each EDS course. ? turn in FE Summary sheet for each course in Blazeview which can be used by instructor to ✓ FE log is updated each semester.

Make the changes in the Fall 2018 semester (Live Text) Start using summary sheet this semester in Blazeview.

# C&I IT Meeting Tomorrow

E-Ling Hsiao

Mon 1/22/2018 6:01 PM

To: Lorraine Schmertzing <lschmert@valdosta.edu>; Herbert Ray Fiestler <hrfiester@valdosta.edu>; Daesang Kim <daekim@valdosta.edu>; Steven E Downey <sedowney@valdosta.edu>; Taralynn S Hartsell <tshartsell@valdosta.edu>; Elizabeth Carver Dees <ecdees@valdosta.edu>; Lars F Leader <lflleader@valdosta.edu>; E-Ling Hsiao <ehsiao@valdosta.edu>;

Hi! Folks

We will meet tomorrow to discuss the following items.

**IT and C&I Meeting Agenda  
01/23/2018 (Tuesday 10:30-12:00)**

1. Field Log for Ed.S.
2. Issue about CIED 7060
3. Spring syllabi due Feb. 2, 2018.
4. Candidates visits
5. Lunch with the president

-eling