

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: CIT

Chairperson/Responsible Contact: LS/EH

Purpose of Meeting: Discuss Program Issues / 1st meeting of semester

Date: 8/21/19 Time: 10:00 Location: Conference Room

Departments/Groups/Agencies Represented: LS HF EH SD JM TH DK DD RS

- Primary Outcomes: ^{DD} Discussed SPA Report for School Library media. SD will help with revisions for IED 7300 & 8200. Work will be completed over the next few semesters
- JP - Assist the adjuncts in our program, monitor courses.
- SD - GAETC - Booth reservation in the works, double booth 1020/1119. Dean approved expenses for 3 faculty members. Wed. Nov 6 - set up - Thurs - Fri - Conference handouts + "give aways" are ready.
- SD - MED/ACED meeting: Discussed program courses that both programs could use - Both have courses that could be used as electives. Merger may result in some shared courses + some discontinued courses.
- LS - Need to check most recent PSC changes related to endorsement programs in conjunction with a separate degree program.
- LS - Discussed possible inclusion of ABD for school library instructor position. SD caution. Actionable Items/Planned Follow-up: the inclusion might cause issues.
- SD - Check web pages to make sure information current/correct.
- HF - Merger may cause some changes in Doctoral Program. Discussions are under way.
- EH - Dissertation forms - chair responsible for signature page.
- RS - approached by English Department to give up 9999 students to address writing?
- HF - take 8930 in place of 9999? only offered in summer. Does not work for our program
- EH - ACED will have RSCH courses as part of Doctoral program.
- HF - program sequencing - especially Summer - need to be more strategic in planning for summer - Move highly populated courses to summer - Spring + Summer schedules are being reviewed at this time -
- LS - if you are the chair of a dissertation committee - are responsible for all required forms for the candidate - always check folder ^{11/15/2012} to admission to 9999 course to make sure candidate is ABD.

- LS. R. Whitmer - mentors for Ed&IT interns/field experiences. provided form for processing mentors. had discussion regarding qualifications for mentors. must have 3 years teaching/^{ce} experience & be certified in the field.
- DK- Discussed problems for some specific students who are in situations where they are having difficulty getting mentors.
- LS. New Reisert Dempsey book - used in 8100 + through rest of program -
New Using Resources Effectively ^{5th Ed} → does not have quizzes.
Need to decide if moving to the 5th Ed - will need to develop new quizzes -
SD- map 4th Ed questions to 5th Ed. - use them -
- LS. P&T for College of Education - committee to be given charge to change guidelines for P&T. Provide any suggestions please send to LS.
- LS. Committee positions for those going up for P&T -
- LS- Will be getting email about Medical / University giving -
- LS- CITI renewal email - update your credentials -
- LS- Syllabi uploaded to APL.
- LS- IER/IEP due to Dr. Pate 1 week prior to due date
- HF- Send out recommendations from usability study on the web pages for our programs - In house study -
- SD- CELT - Open Classrooms - give access to faculty through CELT & they "visit" the course to see how you organize, conduct, could count as community service - other faculty get to see how other instructors organize - conduct classes -
Contact SD or J. Landau if interested.
- EM- Send titles for Library - will send a reminder -