

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: ____ C&I IT _ Group ____

Chairperson/Responsible Contact: ____ Lorraine Schmertzing ____

Purpose of Meeting: __ Program Activities ____

Date: ____ 09/27/2016 ____ **Time:** ____ 10:30 AM ____ **Location:** ____ Conference Room ____

Departments/Groups/Agencies Represented: ____ EH, LS, EW, SD, DK, HF, EH ____

Primary Outcomes:

1. Had a discussion on departmental Vision/Mission/Goals and make sure to make a good connection to FAR.
2. Had a discussion on 100-point assessments.
3. Textbook Order: Send a list of textbooks used in adjunct faculty members' courses to Melinda.
4. Make sure the IER/P is uploaded.

Actionable Items/Planned Follow-up

1. Will revisit 100-point assessments
2. Will check the summer/fall schedule from Herb and discuss about it in our next meeting.

11/15/2012