

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: CLT

Chairperson/Responsible Contact: EH/LS

Purpose of Meeting: Summer/Fall schedule

Date: 10/24/17 Time: 10:30 Location: Conference Room

Departments/Groups/Agencies Represented: IS, EH, HF, SD, TH, DK, DD, LP

Primary Outcomes: LP - ~~change~~ corrections to catalog - send to LP - who will send to J. Kinney - to Dr. Minor by mid November

EH - problem in ENUC 5999 about enrolling in program thru PSC portal.

HF - course count = course count completed.

GAETC - popcorn machine at previous vendor not available - Discussed options.

Discussed door prizes.
Discussed P12 Learning Assessment - unit assessment - Clarified meaning of rubric headings.

Actionable Items/Planned Follow-up: ① ^{catalog} send corrections to Dr. Pati. ② Keep up with students in ENUC 5999. ③ Ask students to notify instructor / BR Whitmer when problem occurs with PSC enrollment. ④ Investigate options for popcorn machine. ⑤ Contact Dr. LaPlant for funding for buttons. ⑥ LL order popcorn/candy. ⑦ SD checking on door prizes. HF suggested we use our popcorn machine to raise funds for events (doctoral seminar - marketing, etc) - Clarified.
⑧ Meeting tomorrow for initial program coordinators.