

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: EDAT Committee

Chairperson/Responsible Contact: Sean Lennon

Purpose of the Meeting: Monthly meeting

Date: 9/17/13 **Time:** 2:30 **Location:** Room 1117

Departments/Groups/Agencies Represented: MSRD committee member s– Julia McKissack, Sean Lennon, Scott Grubbs (absent)and Dawn Lambeth(absent)

Primary Outcomes: Discuss ongoing issues with the collaborative and modifications to overall collaboration policy's with other institutions (for me to work with)

Actionable Items/Planned Follow-up: Plan to meet again next month

Minutes:

This was a quick meeting as I had a faculty senate meeting coming up and the group had trouble coming together

Julia and I discussed the two other collaborative members and the type of relationship we had with them. Julia was really dealing with this as I did not know either of the two but discussed if this would help her in her job

I also asked what would benefit her and her office and how enrollment was looing – she replied it was too early to look at these figures. I promised to work on the collaborative issues and we adjourned the meeting