Dewar COE Meeting Documentation Form

This form should be completed by all non–statutory committees/groups for meetings 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. The completed form should be filed according to approved policy and procedures.

Committee/Group Name: __________ PDS Planning

Chairperson/Responsible Contact: __________ Barbara Radcliffe

Purpose of the Meeting: __________ Planning Session for PDS

Date: ______ 1/28/13 ________ Time: ______ All Day ________ Location: UGA – Athens, Ga

Departments/Groups/Agencies Represented: __________ Dr. Barbara Radcliffe (VSU MSRD Department), Mrs. Melody Fuller (MSRD Department), Dr. Derald Jones (Lowndes Middle School), Mrs. Janet Hendley (Hahira Middle School)

Primary Outcomes: __________ Participated in PDS Workshop “Mechanics and Benefits of Sustained Collaboration” on UGA campus. Visited a local elementary and high school who have partnership with UGA. Began to discuss possibilities of what PDS would look like at Lowndes Middle and Hahira Middle.

Actionable Items/Planned Follow-up: __________ Next step will be meeting in Valdosta to outline plan for PDS partnership with VSU and Lowndes Middle/Hahira Middle to begin Fall 2013.