

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: MAT Program Committee

Chairperson/Responsible Contact: Regina Suriel

Purpose of the Meeting: Discuss data disaggregation in Livetext

Date: August 27, 2013 **Time:** 1 PM **Location:** Room 2144

Departments/Groups/Agencies Represented: MSRD: Scott Grubbs, J. T. Cox, Robert Spires and Regina Suriel

Primary Outcomes:

We met to understand how to disaggregate data for MAT in LiveText, and opened LiveText documents to locate and read reports. We discussed the kinds of information necessary to include in the LiveText Annual Report, Institutional Effectiveness Report (IER) and Institutional Effectiveness Plan (IEP).

Actionable Items/Planned Follow-up:

We will meet on Tuesday and Thursday, September 3 and 5 respectively, to complete IER report.