

## 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:** Master of Arts in Teaching Program (MAT)

**Chairperson/Responsible Contact:** JT Cox / Bob Spires

**Purpose of the Meeting:** Curriculum Design

**Date:** 16 January 2014    **Time:** 13:00    **Location:** COEHS

**Departments/Groups/Agencies Represented:**

Department of Middle, Secondary, Reading, and Deaf Education

**Primary Outcomes:**

Began a new matrix for the updating of the MAT course curriculum. It was agreed that Bob Spires would organize the course matrix and that JT Cox would begin writing the syllabus for the proposed communications course.

**Actionable Items/Planned Follow-up:**

These are ongoing projects that require multiple meetings going forward.