

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.

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Committee/Group Name: MAT/MED Program Committee

Chairperson/Responsible Contact: Mr. Scott T. Grubbs/Dr. Dawn Lambeth

Purpose of the Meeting: Regularly Scheduled Meeting

Date: 2/4/2013 **Time:** 10:00-11:30 **Location:** Rm 1130 Education Center

Departments/Groups/Agencies Represented:

Attendance: Dr. Dawn Lambeth, Mr. Scott T. Grubbs, Dr. Heather Brasell, Ms. Melody Fuller, Dr. Sean Lennon, Dr. Ellice Martin, Dr. James Martinez

Primary Outcomes:

1. Discussions held regarding candidate selection for student awards-Elizabeth Walters and Jeremy Moore were named the tentative choices for recognition.
2. Discussion was held on the need for a more systematic means for selecting outstanding students. There is a concern that the current selection system is overly subjective and the deliberations exclude the participation of all program faculty.
3. The revised Program of Study (POS) was reviewed by the committee. The POS for employed teachers was approved in its current format. Dr. Martin proposed that the intake points be removed so that candidates may enter at any given semester. For the full-time students, courses would only be offered once per year, but they should be offered so that students would have viable scheduling options for any given semester. The idea of a cohort would be de-emphasized in favor of admissions and schedule flexibility. Finally, in the revised POS, course pre-requisites should be strictly followed and exceptions to the pre-requisites should be eliminated.
4. Discussions were held on the viability to offering more courses in a hybrid format. Such a change may

facilitate an increase in enrollment. Discussion was held regarding Program recruitment and marketing.

Actionable Items/Planned Follow-up:

1. Ms. Fuller, Mr. Grubbs, and Dr. Martinez will engage in refining the candidate nomination form.
2. MAT Program faculty will continue to work on the revised POS for the MAT Program.
3. Dr. Radcliffe will be notified regarding candidate selection for awards.