

## Dewar COE Meeting Documentation Form

This form should be completed by all non-statutory committees/groups for meeting 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.

Committee/Group Name: Cd1

Chairperson/Responsible Contact: EH / LS

Purpose of Meeting: catalog change

Date: 4/11/17 Time: 10:30 Location: conference room

Departments/Groups/Agencies Represented: LS, HF, EW, SD, LE, DK, DD, EH, LP

Primary Outcomes: to change admission process has to follow change process -  
LL- discussed MCD catalog change - ✓ catalog copy to review any  
necessary changes - Jane Kinney good contact for catalog copy  
LS- hooding process for graduation - same as last time -  
EW, SD, DK, LL  
LP- Personnel changes will occur after graduation -

Doctoral Orientation meeting this afternoon -  
✓ LT to make sure your assignments are there -  
P&T guidelines still under review -

Actionable Items/Planned Follow-up: must determine URL for specific programs to  
complete program admission changes - Graduate page, also part of the  
catalog - LL- edits to catalog copy - Send catalog changes to  
Dr Pate who will send them in as one document -

- LP- 14 Doctoral graduates -
- LP- recommend editors - need to develop list of editors to recommend when needed -
- Doctoral orientation meeting at 2:00.
- consider applying to present at GATE conference