

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: IT & C&I

Chairperson/Responsible Contact: LS / EH

Purpose of Meeting: IER/IEP⁺ (See agenda)

Date: 8/15/17 Time: 10:30-12:00 Location: Conference Room

Departments/Groups/Agencies Represented: LP, LS, HF, EH, SD, LL, DK, DD, T.H.

- Discussion -

Primary Outcomes: IER/IEP - new section - add comparison of previous years' data to current evaluation year. Use SLD in catalog.

LT assessments by additional program assessor - need to do Reconcile function -

Discuss not having adjuncts teach courses with assessments. Lots of students / few faculty to cover courses created the need. ? / Set up LT for adjuncts -

Admission guidelines - need to have GRC requirement removed - Natalie meeting - have in writing exceptions for admission - need to discuss program admission - review admission criteria in preparation for upcoming Program Coordinators meeting -

GATE meeting - opportunity for recruitment. / NCCC - Jan 2018 / OTE doing well - steady increase over 7 years.

field mentors - mentor information required by PSC / Partnership agreements Discussion must provide mentor training.

Actionable Items/Planned Follow-up: Complete IER/IEP - OPTION TO ATTEND training - 8-17-17

OTE - NO IER/IEP / EH will help with setting up LT for data gathering for adjunct led courses [Reconciliation]

try this - add program person as co-instructor for assessment purposes. Do for Spring -

Dr. Pate needs electronic / hard copy for IER/IEP / also keep copy for your file

Present statement to Graduate School for revision to admission to programs -

* Bring program admission suggested revisions to next meeting

* Provide handouts to SD / EH for GATE

* need to get mentor information

things to address -

- o mentor agreement
- o mentor selection
- o mentor training

11/15/2012

* Get edits on Mentor agreement form / Send info on mentor training.