

## 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: **CIT**

Chairperson/Responsible Contact: **LS/EH**

Purpose of Meeting: **Finalize course assignments, Spring/Summer 2020 course schedules, GaETC updates.**

Date: **09/11/2019** Time: **10:00- 12:00** Location: **Conference Room**

Departments/Groups/Agencies Represented: LS, RS, ED, DK, LP, SM, SD, EH, HF

Primary Outcomes: Spring and Summer 2020 course schedules were reviewed and finalized; GaETC: if you are planning to attend, please let Steve know; Steve is going to ask for funding for 3 besides himself.

Actionable Items/Planned Follow-up: IER-IEP → soon is better to send an electronic form to LP; Reminder: comments/feedback on the working paper. Leon and Keith will discuss and revise if then will sent back to faculty for another opportunity to review.; Courses for Spring and Summer were reviewed; Doctoral staff is under control; EdS: add one 8100 into the schedule ⇒ all will be new people. 8400 and 8500 3 sections for each course (potentially); Only few "staff" names, so we're good with the adjunct numbers. Steve has a presentation at GaETC <sup>11/15/2012</sup>