

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: C&IT Program Group

Chairperson/Responsible Contact: E. Wiley

Purpose of Meeting: Program schedule and LiveText Requirements

Date: 12/2/14 Time: 1:30 Location: Conference Room

Departments/Groups/Agencies Represented: SD, EW, HF, LS, EH, DK, LL

Primary Outcomes: ① Tracking student data was discussed ② Schedule of Courses overview was discussed. ③ Tech Committee update was given by SD. ④ LS provided overview of field exp. Log. ⑤ LiveText requirements discussed.

Actionable Items/Planned Follow-up: ① A new spreadsheet will be created to track student data. ② Updates will be made to schedule. New schedule will be redistributed. ③ Request office 2013 for home use through IT dept. SPSS will be added to all labs. ④ Review the Field Exp Log for courses taught. ⑤ Complete all LiveText program assessments.