

## 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 Programs

Chairperson/Responsible Contact: E. Wiley

Purpose of Meeting: Discussion of Curriculum Revision for TA Med.

Date: 3/3/15 Time: 10:00 Location: CLT Conf. Room

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

Primary Outcomes: Reviewed sample poster for marketing. SD discussed the recent meeting with Dean Gerben to discuss adding a new concentration for TA Med. program.

Actionable Items/Planned Follow-up: HF will follow up with Creative Services. Share marketing ideas with SD. Determine who will take on which courses.

### Program Development

In order to develop and deploy the proposed program, a series of administrative and logistical hoops must be jumped. The following is ever emerging list of foreseeable tasks that need to be addressed in order for the program to be successfully launched and sustained.

Task	Milestone Date	
Gain approval from COEHS administration	Feb 2015	✓
Gain approval from Graduate School / Provost / Other Admin Overseers	Mar 2015	
Acquire financial support from COEHS administration (e.g., certification of faculty, course releases)	Apr 2015	✓
Acquire financial support from Grad School / VSU Admin (e.g., clearly define how monies are returned to the department, marketing costs and efforts, fees for doing business in Florida)	Apr 2015	
Begin coordinating Quality Matters specs into course design templates	Apr 2015	
Scope and sequence content within each course (including: competency profiles, redo syllabi, select texts, Grad Catalog)	Apr 2015	
Convey changes in admissions requirements to appropriate offices on campus	May 2015	
Devise marketing plan Define primary/secondary/fringe markets, set pricing, enumerate marketing features, target ATL, JAX, ORL, and TPA; print brochures <a href="http://www.metroatlantachamber.com/business/business-higher-education">http://www.metroatlantachamber.com/business/business-higher-education</a> <a href="http://www.metroatlantachamber.com/business/data/fortune-500-1000-hq">http://www.metroatlantachamber.com/business/data/fortune-500-1000-hq</a> <a href="http://www.metrojacksonville.com/article/2013-may-fortune-500-floridas-largest-companies-in-2013">http://www.metrojacksonville.com/article/2013-may-fortune-500-floridas-largest-companies-in-2013</a>	Jun 2015	
Update program web pages to reflect new program focus, cost, & requirements	Aug 2015	
Open application process for new students	Aug 2015	
Implement metro-based marking plan	Aug 2015	
Develop first set of four courses in sequence ITED 7100 (full); Instructional Graphics (full); ITED 7400 (partial); ITED 7500 (partial)	Aug 2015 - Nov 2015 (Jun-Jul 15)	
IT faculty agree upon parameters for email and grading timeliness (e.g., emails – 24 hours during the week 48 hours on weekends; grading one week turnaround, except for very long essays which may take longer)	Sep 2015	
Establish Application Review Procedures (i.e., how to score/rank GRE/GPA/Goals Statement to determine who gets in and who doesn't)	Sep 2015	
Create tutorials (e.g., How to Succeed, How to get Tech Support, Taking Notes)	Oct 2015	
Develop Standardized Advising Communiqués (e.g., welcome to the program, tech requirements, steps to get software)	Oct 2015	
Populate “student commons” area within BlazeView with tutorials, peer socialization spaces, necessary advising forms/paperwork, etc.	Nov 2015	
Develop second set of courses in sequence: Instructional Design Theories (full); Elective (full) ITED 7300 (partial); Adapting Instruction to Web (full)	Jan 2016 - Apr 2016 (Jun-Jul 15)	
Review applicants and admit first cohort	Apr 2016	
Send advising emails & provide access to “student commons” in BlazeView	Apr-Aug 16	
Begin teaching first cohort	Aug 2016	