

## 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: Curriculum, Leadership, and Technology

Chairperson/Responsible Contact: E. Wiley

Purpose of Meeting: website update, recruitment discussion

Date: 2/25/14 Time: 1:00 Location: Conference Room

Departments/Groups/Agencies Represented: H.F., E.W., S.D., L.P., L.L., D.K., D.D., E.H., LS

EW- develop plan / responsibilities -

Primary Outcomes: EW meeting with webmaster to work on pages - will be setting launch date, working on graphics for page - target date for revision is next week, Proposals have been submitted to AECT - Eling candidate for president - L.P. do not expect pay raise based on state legislature action - L.L. presented ideas for recruitment for Med IT / YES / 9 other programs - LP need to have definite plan with strategies and deadlines with responsibilities specified - New emphasis on program completion - M&S added to COE.

Actionable Items/Planned Follow-up: Still working on graphics, L.P. must take advantage of recruitment opportunities. Seek opportunities in Florida counties, EH make video to add to YouTube / LP talk video on recruiting trips - Must work on definite marketing plan for all programs - As instructors, ask students to tell others about our programs - Contact schools for professional development on First of school year orientation. Plan for Career Day participation.

E.Ling to work on tri fold. Work with COM ARTS to develop video.

11/15/2012

SD. use interviews of students about why chose the program -