

## 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&I

Chairperson/Responsible Contact: LS / EH

Purpose of Meeting: Strategic planning /

Date: 3/21/17 Time: 10:30 Location: conference Room

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

Primary Outcomes: Advising needs to be in progress / Registration starts 4- / Awards night dinner - Grad Fair - Discussed mentor visits for Library Media interns - KH - strategic planning discussion - each department program shared - Faculty shared <sup>instructional/Background</sup> strengths/course & program information

Actionable Items/Planned Follow-up: contact students for Advising + will do Doctoral Society  
There will be follow up strategic planning meetings -