

## 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: CoE

Chairperson/Responsible Contact: LS / EH

Purpose of Meeting: GAETC / Summer Course# / Book Orders / IER reviews

Date: 10/17/17 Time: 10:30 Location: Conference Rm 3033

Departments/Groups/Agencies Represented: LS - EH - SO - LL - TH - DD - HF - JP

Primary Outcomes: - Discuss timeline for Summer + Fall schedule. / HF will send out last year's plan for us to review - HF - IRB approval form must be included in the proposal + in the appendix of the final dissertation - Remember to ask doctoral student to send copy of Grad. School edits to final dissertation - APA discussion - Grad School Rules / APA - Book orders for Spring. / IER reviews are due by ~~Friday~~ Thursday to COE / Natalie. GAETC - LS popcorn booth - pops - Discuss contacting previous students to meet at booth on Wednesday as promotion. Discussed prizes for booth - Prize suggestions - Roku - Amazon firestick - VR glasses -

Actionable Items/Planned Follow-up: Nov. 1 - Summer + Fall schedule due - Will need to bring # for courses next meeting - / IRB in dissertation / Remember to thank T. Williams for her years of service - retiring December 2017. / Complete book orders for Spring 2018 / Turn in Time Cards / Complete IER reviews / Have ~~our~~ projected course counts for summer + Fall 2018. Check on button making machine. Prizes ~~need people~~ SD get info on electronics - LL order popcorn + suckers DD✓ on button making machine -