

Dewar COE Meeting Documentation Form

This form should be completed by all non–statutory committees/groups for meetings 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.

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Committee/Group Name: ASL/English Interpreting Program

Chairperson/Responsible Contact: Christia Williams

Purpose of the Meeting: Meet with Admissions to discuss program growth

Date: 2/26/14 **Time:** 2:00PM **Location:** Dean's Conference Room

Departments/Groups/Agencies Represented: In attendance—Nanci Scheetz, Christia Williams from INTP Program; Walter Peacock and Lisa Long from Admissions

Primary Outcomes:

- Admissions requested meeting due to a drastic increase in INTP incoming numbers.
- INTP Program concerned with admitting distance students for whom we have no seats as videoconferencing sections can accommodate no more than 9 students.
- Junior and senior lock-step classes for fall are scheduled to be at capacity.

Actionable Items/Planned Follow-up:

- Explained recent Georgia Licensure requirement for educational interpreters requiring a 4-year degree as well as the difference between ASL inquiries (teaching) and Interpreting. Admissions will attempt to clarify students' goals when recruiting and advertising.
- At the end of March, Lisa will begin sending a monthly report of students admitted to the university who have indicated ASL/English Interpreting and their intended major. This will allow us to follow up with students and determine whether they are on-site or distance, giving us more accurate numbers and allowing us to inform students earlier if their desired course sections are full.