

## Dewar COEHS Meeting Documentation Form

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

Statutory committees are required to maintain formal minutes.

The completed form should be filed according to approved COEHS policies and procedures.

**Committee/Group Name:** Master of Arts in Teaching Program

**Chairperson/Responsible Contact:** JT Cox / Bob Spires / Regina Suriel

**Purpose of the Meeting:** Discuss changes to MAT curriculum and divvy up assigned tasks.

**Date:** 12 September 2013 **Time:** 1400 **Location:** COEHS

### **Departments/Groups/Agencies Represented:**

Department of Middle, Secondary, Reading, and Deaf Education

### **Primary Outcomes:**

The three co-coordinators of the program discussed dividing responsibilities for LiveText/Paar report writing and curricular redesign towards requested changes in the current MAT course matrix.

### **Actionable Items/Planned Follow-up:**

It was agreed that members will meet monthly to discuss progress on the curriculum design and work together on the report writing.