

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: _____ PDS Planning

Chairperson/Responsible Contact: _____ Barbara Radcliffe

Purpose of the Meeting: _____ Planning Session for PDS

Date: _____ 2/13/13 _____ Time: _____ 1:30 _____ Location: _____ Local Restaurant

Departments/Groups/Agencies Represented: _____ Dr. Barbara Radcliffe (VSU MSRD Department), Mrs. Melody Fuller (MSRD Department), Dr. Derald Jones (Lowndes Middle School), Mrs. Janet Hendley (Hahira Middle School)

Primary Outcomes: _____ Decision was made on which day to offer content methods courses for middle grades students Fall 2013 based on needs of middle schools (Math on Tuesday and SS on Friday at Lowndes Middle, Science on Monday and ELA on Wednesday at Hahira Middle, Thur will alternate between schools with an Assessment course). Students will be on the middle school campus from 8 am – 3 pm on their designated content day. A copy of the Lowndes county school system calendar for the 2013-14 school year was shared with VSU. Suggestions were made as to expectations for VSU classrooms on middle school campuses.

Actionable Items/Planned Follow-up: _____ Next step will be meeting with Lowndes County School Superintendent and Staff to present this idea before meeting with VSU to sign Memorandum of Understanding.