C&I Department Heads Meeting
Wed. May 4, 2016 · 10:30-noon
McWhinnie, room 300
In attendance: John Kambutu, Kate Welsh, Michelle Buchanan, Scott Chamberlin, Kristin Lanouette

A) Review and approve last meeting’s minutes
B) Report on Action Items:
   a. Ask Jeaik to take waitlisted students for EDCI 5500 Summer 2016- done
   b. EDCI 5560 who will teach – talk about after Casper talk
C) GA allocations, response from Suzie or MAB to email – KW will email Suzie, on-going issue
D) Admissions Committee
   a. Secondary Education-Chris Haynes, Vicki Gillis
   b. Elementary & EC – Samara Madrid, Amy Roberts
   c. Educational Studies – Angela Jaime, Joanie James
E) Casper scheduling long-term (MB)
F) Student 1, MA transfer credits – JK will email student letting them know we approve this request as a one-time event. JK will email Jenna Shim to let her know to put in all ESL course syllabi that C & I will only take 12 credits so if students are at all interested in the Master’s Program they should apply and get accepted prior to completing the endorsement
G) Summer meeting dates
   a. June 6th 9am
   b. July 11th 1pm
   c. August 3rd 11am
H) CARF status, EDCI 5790, EDCI 5730, EDCI 5090
   a. EDCI 5790 – JK will follow up with Michael Morgan
   b. EDCI 5730 – MB will follow up
   c. EDCI 5090 – tabled until next meeting
   d. JK will also email Suzie Young about creating a way to track CARFS for the entire college
I) Travel grants -
J) Mark Helmsing serving on graduate committees, we will wait a week or two then revisit if necessary
K) Jason Hendryx advising issue – KW will talk to him