1. Call to order

2. Minutes Approved

3. Updates

- Academic Affairs: Saran Donahoo
  - Program Coordinators’ Meeting went well.
  - Pay off Challenge to Excellence Camp Debt.
    - Harvey will direct camp.
  - Observe and Evaluate Graduate Assistants on teaching and grading.
  - DRA’s due to Dean’s Office March 4.

- Undergraduate Programs: Stacy Thompson
  - Recruiting Events coming in February.
    - Feb 3 Face to Face.
    - Feb 10 Zoom to all school districts.
  - Zoom meeting with NTT.

- Office of Teacher Education: Christie McIntyre
  - Feb 4th TEP Retreat.
  - Title II report was submitted.
  - Students to post time logs in Live Text under their portfolios.
  - Illinois Tutoring Initiative – 4 school have received MOU’s.
    - Herrin
    - Cobden
    - Murphysboro
    - Carbondale
  - ITI Coordinator/Director Search in process of interviewing.

- Graduate Programs: Grant Miller
  - Preparing Newsletter to Graduate Students.
  - Honors Course.

- Naomi Arseneau: Advising
  - Unofficial Numbers of 542 SOE.
  - Sent notice to make advisement appointments to register for summer and fall.

- Recruitment & Retention
  - Received several applications for open position.
4. Old/Continuing Business

- Strategic Planning.
- TEP retreat Feb 4 at TON.

5. New Business

- Crystal Caffey is new coordinator for Dual Credit.
  - A website is being developed.
- John McIntyre is new Special Project Coordinator.
- ATE – Chicago, Feb 13-16.
  - The Dean, Christie, and Stacy will visit UCLC.
- STEM designated Degree Programs.
  - 24 fields of study

Next meeting: February 1, 2022