

September 2, 2021 | 9:30 a.m.

Julie Baker, Amy Brown, Nikki Christen, Chuck Craig, Christy Killman, Darek Potter, Jeremy Wendt, and Lisa Zagumny

*Chantelle Ablakwa, Geri Anna Alcorn, *Jill DeBord, *Connie DeRossette, *Kathy Faulkner, *Christina Hatley, Sharon Holderman, Elizabeth Honeycutt (representing Stephanie Kazanas), Steve Keller, *Alisha Looper, *Olivia Newman, *Ashley Pompell, *Linda Sukowski, *Rebecca Violet, *Denette Way

*Attended the first part of the meeting only (via Zoom).

Sharon Holderman, Volpe Library

Ms. Holderman reviewed Policy 113: Record Retention and Disposition and shared how to navigate the Records Management website. Q&A session followed presentation.

<https://www.tntech.edu/library/records-management/index.php>

Steve Keller, Admissions

Dr. Keller reminded the committee that Admissions is always available to listen to our recruitment ideas. He provided two handouts; both are uploaded to the COEd Curriculum SharePoint folder.

- On-campus Recruitment Events Calendar
- Preview Day 2021 Faculty Itinerary

Faculty, staff, and student volunteers are being recruited now to help with Preview Day. All volunteers will receive a shirt from the Provost Office. Department tours will be given throughout the event.