## Electives & Capstone Subcommittee

### Meeting Summary
Friday, December 19, 2014

<table>
<thead>
<tr>
<th>Members Present</th>
<th>Members Absent</th>
<th>Guests</th>
<th>Next Meeting</th>
</tr>
</thead>
</table>
| 1. Michael Johns  
2. Sniecinski, Roman M  
3. Liebzeit, Jason  
4. Douglas Ander  
5. Mary Dolan  
6. Suzie Buchter  
7. Hadjipanayis, Constantinos  
8. Martha Ward  
9. Demetrius Woods  
10. Michele Rutherford  
11. Salehani, Arsalaan  
12. | 1. Mary Kaye Garcia  
2. Shontell Sanford  
3. Tyrese Hinkins  
4.  
5. | Date: January 16, 2015  
Time: Noon  
Location: via teleconference call |

### Items Discussed

1. **New Item for Discussion:**  
   - Special Electives Request Form
2. **Previous Meeting Item:**  
   - Location of Away Students in Oasis
3. **Previous Meeting Item:**  
   - M2 & M4 evaluation progress
4. **New Item for Discussion:**  
   - Best practice for contacting evaluators

### Action Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Action</th>
<th>Responsible Person(s)</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Addition of a statement to the form</td>
<td>Dr. Johns</td>
<td>1/16/2015</td>
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<tr>
<td>2</td>
<td>Report being created in Oasis (OMESA staff) to document where students are completing their away rotations at (both in the US &amp; Internationally)</td>
<td>Michele Rutherford, working with OMESA staff, Shontell Sanford, Ty Hinkins-Jones and Mary Kaye Garcia</td>
<td>3/20/2015</td>
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</table>
| 3    | M2 & M4 evaluation tracking | Shontell Sanford – M2’s  
Michele Rutherford – M4’s | ongoing |
| 4    | Best Practice for contacting evaluators for M2 & M4 electives. | Shontell Stanford for M2  
Michele Rutherford for M4 | Ongoing – evals due 45 days after elective ends. |

35T