

CTE online (through e-mail) decisions are made when time is an important factor for a department, when requested by a department head, or when the committee has so few proposals (one or two) that asking everyone to come to a meeting seems not to be a good use of time. Proposals are sent to all CTE members for review. Members are asked to direct questions to the department representative responsible for the proposal, or to Dr. McMillon, Chair. When all concerns are cleared up, members are then asked to send through e-mail their decision on the proposals. Those are recorded and the e-mails are kept on file in the Office of Student Teaching.