Dewar COEHS Meeting Documentation Form

This form should be completed by all non–statutory committees/groups for meetings associated with the COEHS.
Statutory committees are required to maintain formal minutes.
The completed form should be filed according to approved COEHS policies and procedures.

Committee/Group Name: COEHS Technology Committee

Chairperson/Responsible Contact: Matthew Carter (CSD)

Purpose of the Meeting: Monthly mtg to discuss development and utilization of technology request rubric

Date: 1/27/2016   **Time:** 2:00-3:30 PM   **Location:** COEHS Dean's Conference Room

Departments/Participants/Groups/Agencies Represented: Matt Carter (CSD), Jiri Stelzer (KPE), Amanda King Spezzo (eLearning), Changwoo Yang (MLIS), Sterlin Sanders (IT), Lana Kim (MFT), Karen Piklo (ACED/Proxy), Steve Downey (CLT), Jennifer Beal-Alvarez (MSRD)

Primary Outcomes:
1. Approve meeting minutes from 12/2/2015. Changwoo Yang motioned to accept. Steve Downey seconded the motion.
2. Matt Carter gave update on COEHS technology fund request process and Dean Minor's instructions to the committee to create a scoring rubric to rate proposals before forwarding to her office. Rating process may involve sub-committee or rotating sub-committee. Dean stated that she will not make the final decision, but will instead consult with senior administration. Individual laptop requests need to be presented as a departmental need and thus, filtered through department heads before being submitted to the committee. Sterlin Sanders shared samples of request forms from A&S, and IT. Committee decided to simplify the rubric and focus on rating the degree of need and proposed benefit.
3. Update on virtual desktop interface proposal. Steve Downey is drafting a survey to distribute through Sherry Gravett's office.

Actionable Items/Planned Follow-up:
1. Matt Carter to revise sample rubric, including: scope of impact, nature of impact, and rating scale (low/med/high).
2. Determine plan for sub-committee or rotating sub-committee to rate tech requests.
3. Matt Carter will send a doodle poll to determine next committee meeting date and time.