

Dewar COE Meeting Documentation Form

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

Committee/Group Name: COEHS Technology Committee

Chairperson/Responsible Contact: Steve Downey, CLT

Purpose of Meeting: Initial Meeting for 2013-14 AY

Date: 1/28/14 Time: 2:00PM Location: COEHS Dean's Conference Room

Departments/Groups/Agencies Represented: Dean's Office, Adult & Career Education, Communication Disorders, Curr. Leadership & Tech, Early Childhood & Special Education, Kinesiology & Physical Education, Psych & Counseling, and Social Work

Primary Outcomes:

Dean's Office charged committee with the task of developing a 3-5 year technology plan for the college

Committee members elected Steve Downey, CLT, chairperson for the committee

Prototype framework for a technology plan for distributed for discussion

Actionable Items/Planned Follow-up: Next meeting is 3:00PM, February 11, 2014 in Dean's Conf Room

Gather information affecting technology requirements at the departmental/program levels

Secure documentation from prior instances of committee (e.g., plans, minutes, resource pages)

Prototype online survey soliciting faculty & staff input for a COEHS technology vision/plan