Dewar COE Meeting Documentation Form

This form should be completed by all non–statutory committees/groups for meetings 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

Purpose of the Meeting: regular monthly meeting

Date: 02/03/2015   **Time:** 1:00 pm   **Location:** COEHS Dean's Conference Room

Departments/Groups/Agencies Represented: Adult & Career Education (Whisler); Curr. Leadership & Tech (Downey); Kinesiology & Physical Education (Stelzer); Library Information Sciences (Yang); Middle Grades, Reading, and Deaf Education (Beal-Alvarez); Psychology & Counseling (Browne); Social Work (Dybicz); Dean's Office (Scott Grubbs); Campus e-Learning (Sundin); Campus IT (Cheevers)

Primary Outcomes: Approved minutes from January 13, 2015 meeting

- Kathy Sundin (eLearning): Amanda King-Spezzo will report on the Quality Matters retreat at our next meeting. Kathy reminded the committee members that Friday was the deadline for early registration for the TIES Conference
- Xavier Cheevers (IT): Xavier provided a handout regarding antivirus protection and junk email
The committee briefly discussed the availability of the GA Software Resources and Services (SRS) and the possibility of linking the SRS site to the COEHS webpage.

- Scott Grubbs (CAEP): discussed the need to focus on technology integration in the classroom and to identify the professional development opportunities for faculty related to technology integration, as well as how we make these opportunities available to faculty.

    - Kathy Sundin noted that Employee and Organizational Development offers a data-base of professional development opportunities

Scott indicated that CAEP will be interested in the resources that exist for professional development, how faculty are made aware of these opportunities, what competencies/skills are gained and how are these competencies and skills then passed on to our students

- The committee went over the recommendations to the Dean on the 2014 Action Plan:

    #1 updating/replacing computers and printers in COEHS teaching labs – Xavier's report on progress