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: ___ Approve previous minutes, discuss survey to allow for college faculty/staff input, discuss COE technology roadmap _____

Date: ___ 2/11/14 _____   Time: ___ 3:00PM _____   Location: __ COEHS Dean's Conference Room _____

Departments/Groups/Agencies Represented: ___ Individuals who attended: Steve Downey, Anthony Scheffler, Blaine Browne, Jiri Stelzer, Kelly Heckaman, Michael Sanger, Vesta Whisler, Kate Warner, and Matt Carter

Primary Outcomes:

1)   Discussed committee as possible "filter" to pass along recommendations to Dean of COE regarding technological purchasing

2) Recommendation to include discussion and possible guidelines regarding technological ethics into scope of committee proposed by Kate Warner

3) Recommendation of changes to survey in order to distinguish between pedagogical, sholarship based, and the supervisory needs (ie: internships, externships, etc.) for technology.

4) The possibility of focus groups in addition to online survey recommended by Michael Sanger. It was also recommended that the survey be shortened and possibly less open ended

5) Results of Faculty Excellence committee survey mentioned by Michael Sanger that might be of interest to current proposed survey. Results are to be disseminated to entire COE technology committee via Michael or Steve,

6) Possible newsletter, website, blog, etc. proposed to inform faculty/staff of current technological advances used within COE

Actionable Items/Planned Follow-up:

1) Next meeting is 3:00PM, February 25, 2014 in Dean's Conf Room 2)Steve Downey to further edit survey and disseminate among committee members

3) Direct focus toward completing and disseminating survey

4) Follow up completion of survey with focus groups

5) Complete COE Technology Road Map based upon survey, focus groups, and committee discussions

11/15/2012