

## Dewar COEHS Meeting Documentation Form

This form should be completed by all non-statutory committees/groups for meeting 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:** Steve Downey, CLT

**Purpose of Meeting:** Approve previous minutes, revise COEHS technology survey, discuss COE technology roadmap

**Date:** 2/25/14 **Time:** 3:00PM **Location:** COEHS Dean's Conference Room

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

### **Primary Outcomes:**

1) Reviewed wording of potential COEHS technology survey. Questions raised regarding distinction between faculty and staff and the appropriate questions for either group.

2) Anthony Scheffler informed group of CAPE self-report study to be completed by September, 2014. Therefore, estimated that COEHS technology plan be available for review by April 25, 2014.

3) Proposed that students and other "stakeholders" be allowed to give input regarding technology plan; possible advisory council.

4) Established future meeting dates for March 11, April 1, April 22, and (if needed) May 6. All meetings will begin at 3:00PM.

5) Approved minutes from previous meeting.

### **Actionable Items/Planned Follow-up:**

1) Next meeting is at 3:00 on March 11, 2014 in room 1130.

2) Steve Downey to further edit survey and disseminate among committee members. Committee members to send revisions to Steve. Steve to send revised URL to group.

3) Consider inclusion of student's/stakeholder's opinions into technology plan development

4) Follow up completion of survey with focus groups at a later date TBD

5) Complete COEHS Technology Road Map based upon survey and committee discussions by April 25

11/15/2012