

## 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: 3/11/14 Time: 3:00PM Location: COEHS Room 1130

Departments/Groups/Agencies Represented: Individuals who attended: Steve Downey, Anthony Scheffler, Blaine Browne, Jiri Steltzer, Michael Sanger, Vesta Whisler, and Matt Carter

### **Primary Outcomes:**

- 1) Survey reviewed. Revisions suggested and to be implemented
- 2) Stakeholders defined by Anthony. Anthony to check on accuracy of email lists for following populations: faculty, staff, stakeholders.
- 3) Michael, Vesta, and Anthony volunteered to interpret results from faculty survey
- 4) Kate, Blaine, & Jiri volunteered to interpret results from student survey

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

- 1) Next meeting is at 3:00 on April 1, 2014. Room not announced.
- 2) Steve Downey to further edit survey and disseminate among committee members.
- 3) Straw poll to be conducted by Matt and Blaine to gather small sampling of what is important for students.
- 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