

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: Finalize Surveys, Review Web Content, & Discuss Committee Membership for AY 2014-15

Date: 4/1/14 **Time:** 3:00PM **Location:** COEHS Dean's Conference Room

Departments/Groups/Agencies Represented: Anthony Scheffler, Blaine Browne, Jiri Stelzer, Kelly Heckaman,

Michael Sanger, Vesta Whisler, Steve Downey

Primary Outcomes:

Approved minutes from previous meeting (motioned by Michael; seconded by Kelly)

Finalized surveys in Qualtrics; Verified sub-committees analyzing data from each survey;

Define format for recommendations to be made in the finished Technology Plan;

Agreed to keep the committee webpage but keep only the minutes and relevant documents on it, not use it as a help desk. Drop the tech resources link too

Discussed membership of future Tech Committees - agreed someone from IT and E-Learning should be added as non-voting members and invite them to the next meeting; also agreed one undergrad and one graduate student should be added as voting members

Discussed how long members stay on the committee and how they are assigned; no resolution was reached; discussion will continue at the next meeting.

Actionable Items/Planned Follow-up: Next meeting 3:00 on April 22, 2014 in Deans Conf Room

Analyze survey data once data is available

Invite e-Learning and IT representatives to next meeting

Coordinate committee's Web content with server admin

Continue discussion regarding committee membership

Minutes April 1 meeting COEHS Tech Committee

(As originally recorded by Blaine Browne)

Previous weeks minutes were motioned by Michael and seconded by Kelly

We then went over the student tech survey on Qualtrics.

We double checked the subcommittee's that would analyze the data for student, staff, faculty

Anyone wanting access to the Qualtrics data can email Steve

We discussed that due dates for items be set along with someone to be listed as in charge of that item

We decided to use the GA template for structure of our tech report.

We decided to keep the committee webpage but keep only the minutes and relevant documents on it, not use it as a help desk. Drop the tech resources link too.

We discussed the membership lineup and rotation

Everyone agreed someone from IT and E-Learning should be added and invite them to the next meeting.

We discussed and decided that we should add a graduate and undergrad student from the COE to be on committee too.

We also discussed how long members stay on the committee and how they are assigned.

Next meeting is April 22.

Motion to adjourn at 4:10.