

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: Steven Downey, CLT

Purpose of Meeting: Approve previous minutes, review boiler plate wording based upon the survey results, discuss COE technology roadmap

Date: 4/22/14 Time: 3:00PM Location: COEHS Dean's Conference Room

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

Primary Outcomes:

1) Survey results reviewed. Blaine presented student results, Vesta presented faculty results. Recommendation made to group student results into graduate vs. undergraduate

2) Discussion regarding committee membership. Agreement reached to leave current policy in place (1 representative per unit, no time stipulations).

3) The following strategic themes were recommended by the group to be represented in the technology roadmap: Infrastructure, professional development, student learning, process efficiency, capacity/sustainability

4) Recommended that roadmap specifically address the infrastructure to accomplish goals within each theme.

5) All individuals charged to analyze and interpret survey results and attempt to brainstorm solutions

Actionable Items/Planned Follow-up:

1) No meeting scheduled. A Google documents form to be established and disseminated All further communication to be completed via email.

2) Committee members to analyze and interpret survey results and send suggestions to Steven Downey who will incorporate committee feedback into further edits of the roadmap.

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

4) Complete COEHS Technology Road Map based upon survey and committee discussions soon.

11/15/2012