

Dewar COE Meeting Documentation Form

This form should be completed by all non–statutory committees/groups for meetings 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

Purpose of the Meeting: Initial meeting for 2014-2015, elect chair and scribe

Date: 10/07/2014 **Time:** 11:00 am

Location: COEHS Dean’s Conference Room

Departments/Groups/Agencies Represented: Dean’s Office, Communication Disorders, Curr. Leadership & Tech, Early Childhood & Special Education, Kinesiology & Physical Education, Psych & Counseling, Middle Grades, Reading, and Deaf Education, and Library Information Sciences

Primary Outcomes: Approved minutes from April 2014 meeting

- Elected Steven Downey to chair committee; Kelly Heckaman will serve as scribe
- Discussed identifying students and members from related areas (i.e., IT and eLearning) to serve as representatives on committee
- Reviewed and discussed Technology Plan survey data and plan; Dean’s office believes focus of plan needs to be on professional development with regard to faculty modeling and using technology in the classroom, as well as ensuring our students are using technology effectively; we need to have evidence that they are using technology
- Discussed priorities of plan (#4 and #7) and how to implement survey results and Dean’s priorities, including the process of identifying priority professional development needs, determining who to bring in to provide training (and who is responsible), and who is responsible for conducting identified professional development training

Actionable Items/Planned Follow-up:

- Steve will contact SGA for names of potential student representatives, as well as Meg Moore in eLearning and Joe Newton in IT for representatives to the committee from these areas
- Steve will meet with Herb Fiester, who chairs the Professional Development Committee. Need to coordinate recommendations for professional development opportunities and present at Executive Committee meeting, perhaps in early November.