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

Purpose of Meeting: Develop Professional Development Sequence for Faculty & Staff

Date: 11/4/14   **Time:** 11:00 – 12:30   **Location:** COEHS Dean's Conference Room

Departments/Groups/Agencies Represented: Adult & Career Education (Whisler); Communication Disorders (Carter); Curr. Leadership & Tech (Downey); Library Information Sciences (Yang); Marriage & Family Therapy (Kim); Middle Grades, Reading, and Deaf Education (Beal-Alvarez); Psychology & Counseling (Browne); Social Work (Sanger); Campus e-Learning (King Spezzo, Sundin); Campus IT (Sanders); Undergraduate Student Rep (Natalie Ajamian); Graduate Student Rep (Taylor Davidson)

Primary Outcomes:

- Approved minutes of October meeting
- Heard reports from Campus IT and Campus e-Learning
- Voted to establish a technology-oriented professional development sequence
  (proposed sequence could include, but not be limited to: (i) technology workshops, (ii) online certification, (iii) peer review of online teaching, (iv) internal Quality Matters review, and (v) external Quality Matters review).

Actionable Items/Planned Follow-up:

- Continued discussions and development of technology-oriented professional development sequence
  - Define sequence's structure
  - Identify prospective workshops
    - Faculty workshops
    - Staff workshops
- Consult with Dean's Office regarding incentivizing faculty & staff to undertake the sequence
- Update from Campus IT regarding (i) COEHS's inclusion in pilot for PC & printer support initiative; and (ii) planned system enhancements pending approval from campus budget committee

11/15/2012