

Dewar COEHS Meeting Documentation Form

This form should be completed by all non-statutory committees/groups for meetings 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 the Meeting: 2015 Report Feedback from Dean Minor, Initiate 2015-2016 Agenda

Date: 11/4/2015 **Time:** 11:00 AM **Location:** COEHS Dean's Conference Room

Departments/Participants/Groups/Agencies Represented: Matt Carter (CSD), Jiri Stelzer (KPE), Michael Sanger (SOWK), Sterlin Sanders (IT), Lana Kim (MFT), Steve Downey (CLT), Jennifer Beal-Alvarez (MSRD), Daniel Smith (eLearning)

Primary Outcomes:

- (1) Lana Kim made motion to approve meeting minutes from October 1, 2015. Michael Sanger seconded. All members voted in favor to approve minutes as-is.
- (2) Jiri Stelzer nominated Matt Carter to serve as COEHS Technology Committee Chair for the 2015-16 term. Michael Sanger seconded. Matt Carter accepted the nomination to serve as the Committee Chair. All members voted in favor.
- (3) Lana Kim volunteered to serve as the committee scribe for the 2015-16 term. All voted in favor.
- (4) Committee discussed faculty professional development needs and objectives with regards to instructional design and delivery using technology. Jiri Stelzer questioned the usefulness of mandating faculty participation in professional development activities and stated a specific concern around mandating faculty to adopt quality matters standards. Committee agreed that defining needs for professional development should happen at the department level. Members to continue thinking about what each units needs may be. Reviewed COEHS professional development committee report from 2014-2015.
- (5) Advisory board for Center for e-learning scheduled meeting on 11/4. Steve Downey to recommend development of a teaching academy (on-going seminar series for instructors teaching in purely online environment). Proposed idea to have one/all VSU technology support services (i.e., IT/e-learning) come together to offer this comprehensive training series for faculty that are interested. This would be a resource for faculty teaching online, but not a mandate that faculty must participate. Steve Downey asked for feedback from committee to share with the advisory board at 11/4 meeting. Matt Carter asked if this initiative would need to include some form of incentivization to engage faculty participation.
- (6) Prioritized development and formalization of COEHS technology request process, as per charge from Dean Minor, based on COEHS Technology Committee's 2015 Plan. Steve Downey mentioned that Faculty Senate's technology committee is responsible for vetting proposals to fund high cost departmental items. Sterlin Sanders drafted a form that COEHS individuals/groups/departments could use to request specific

technology items. Committee discussed options for soliciting and reviewing proposals/requests. One-time call? Two-time call? Rolling? Review at each meeting?) Committee to review and make recommendations to the Dean. No cap. Dean will make final decisions. If dean asks committee to prioritize, committee can work it out from there.

Actionable Items/Planned Follow-up:

- (1) Matt Carter will put together an email to send to faculty about the COEHS technology request process, with an attached form, for the committee to review. Committee will iron out logistics and formalize the process for technology requests at next meeting.

Revised 11/15/12