

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: 12/2/14 **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); Kinesiology & Physical Education (Stelzer); Library Information Sciences (Yang); Marriage & Family Therapy (Kim); Middle Grades, Reading, and Deaf Education (Beal-Alvarez); Psychology & Counseling (Browne); Social Work (Sanger); Dean's Office (Scheffler); Campus e-Learning (King Spezzo, Sundin); Campus IT (Sanders); Undergraduate Student Rep (Natalie Ajamian); Graduate Student Rep (Taylor Davidson)

Primary Outcomes:

- Approved minutes of November meeting
- Dr. Scheffler discussed the on-going need to (a) facilitate faculty development and (b) work towards a system/process to monitor how well students are using technology after graduation
- Sanders presented an IT Updates report from Campus IT
- Campus e-Learning reported on proposed sub-committees for campus technology committee
- Continued discussions on technology-oriented professional develop program for faculty and staff
 - Tentatively agreed to a competency-based scheme
 - Department reps will send technology competencies that are profession/program-specific to Dr. Downey by 12/31/14
- Preliminary discussions were held regarding incentivizing faculty & staff to undertake the sequence; more discussions are required

Actionable Items/Planned Follow-up:

- Downey will review competencies submitted by department reps to present at January meeting
 - Sub-committees may be established to refine lists for F2F and Online tracks