

Minutes 1/30/04

Members Present: Diane Coursol, Julie Carlson, Pat McKinzie, Ron Browne

Items of Discussion:

1. Time slots for supporting interns within offices and appropriate assignment (Bring specific times to next meeting – Monday Feb 2)
2. From Department assess needs both general and special and/or Immediate.
3. General framework discussed with regard to “floater interns” and a central clearing house for the college for tech needs and assistance. Will discuss specifics next meeting to ensure this is successful.
4. Intern financial reimbursement discussed.
5. Intern time/log sheets for hours recommended – sign off by tech committee rep or web rep.
6. Assumption that both the web and tech reps for each department will be supervisors for the interns.

2/13/04

ColEd Technology Committee

Agenda

1. Finalize Intern Supervision Requirements for Department Supervisors
2. Confirmation of Department Intern Assignments (Grad vs UnderGrad)
2. Clarification of Department Immediate or Special Technology Needs