College of Education Technology Committee Meeting Minutes *
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Meeting held: Dec 5, 2003, 12:00-1:00 pm AH 105
Members present: Diane Coursol (co-chair) Linda Shirley-Underwood (co-chair) Ron Browne, Julie Carlson, Jerad Harper, Joel Pat McKinzie

Items of Discussion
1. After review, discussion, and minor revision, minutes from Nov. 21 were approved. (Browne moved, Shirley-Underwood second approved)

2. The technology intern program was discussed.
   a. Diane indicated that she was instructed by Dean Miller to seek space for housing the technology interns. The tech committee decided that because it is already wired for high speed access, AH 113 H - I would be the preferred space, pending availability.

   b. The committee discussed item 5 in the Nov.21 minutes. It was decided that these items be the basis of the job description for the technology interns, but that Diane have the latitude to develop an official job description after discussing the requirements with the intern program director. This was approved by the committee (Browne moved McKenzie second approved)

   c. There was discussion about technology intern work load. Diane said that she would check on the intern program requirements. But that she thought it was a 10 hour/week minimum. She will get back to the committee on this.

   d. Differences in department sizes and needs was addressed. It was decided that the site supervisors from each department would need to monitor the workload for interns to ensure that they were being kept busy, or to loan their services out to other departments when their needs are greater.

3. Meeting dates for next semester: (all meetings 12:00-1:00 AH 105)
   Jan. 30  Feb.13  March 19  April 9  May 7

Agenda Items for Jan 30 meeting
   a. Roles and responsibilities of departmental site supervisors.
   b. Plan for allocating resources. (Do we have COWs a priority or taking projectors from the existing carts to mount in classrooms that the university has not yet made smart classrooms?)

Decision made for lunch to be brought in to next meeting, as per Dean Miller.

Minutes respectfully submitted by Ron Browne*