

Meeting Minutes  
May 4, 2005

Members Present: Karen Watkins, Mike Hannafin, Sandi Glass, Jim Wilson, John Hoge, Richard Andreatta, Linda DeGroff, Alan Stewart, Desna Wallin, Roger Hill, Julie Tallman  
Guest: Kathleen DeMarrais

Mike Hannafin opened the meeting and provided the opportunity for team members to introduce themselves and to identify the departments they represent. Karen Watkins, Associate Dean of Research, Technology and External Affairs, issued the charge to the committee. Watkins provided information about how the current technology plan was developed and charged the committee to create a new plan built on a vision for COE technology that is aligned with and supports the COE Strategic Plan. Her charge to the committee included timelines, the expectation for a collaborative approach that focuses on instruction, research, and public service and budget analysis.. Dr. Watkins also included administrative technology to support data-driven decision making, communication and improved productivity.

Sandi Glass shared information about the resource packet and the technology planning web site. The site, <http://www.coe.uga.edu/techplan>, was created to provide a virtual work space for the committee and to provide communication for the college while the committee develops the draft plan. A listserv has been created to provide a way for all faculty, students and staff to communicate with the committee during the development process.

Mike Hannafin facilitated a SWOT analysis with the committee. Members identified strength, weakness, opportunities and threats for COE regarding effective use and access to technology. The analysis was captured and will be shared through the web site. Additionally, Mike led the committee with discussion of shared values. These also will be shared with the college through the web site.

Julie Tallman recommended a guest speaker, Karen Webb, to present her research concerning technology planning at the next meeting.

Sandi Glass shared mission and vision statements from UGA, COE and OIT. The committee will reflect on the statements and provide examples of statements for the committee. Roger Hill stated that we might not need mission and vision statements for the technology plan as the plan was not an organization. He stated that the COE mission and vision statements would guide the work of the committee. The committee will finalize the decision concerning mission, vision and value statements at the next meeting. Members are asked to send suggestions to the listserv.

Committee members were also asked to review best practices concerning the use, funding, application, operations, etc. for technology. Examples can be sent to Kristi Leonard, Mike Hannafin or Sandi Glass and placed on the web site.

The next meeting of the committee will be May 18, 1:00 pm to 3:00 pm in room G-10.