

## **CEHSP TECH COUNCIL: MINUTES**

March 13, 2003

### **Announcements and Short Items:**

1. Themes of our college: Themes of CEHSP were distributed with comment from each representative to foster the collegiate perspective. Handouts of the themes were distributed.
2. The April Meeting was set for 4-17-03: Italian
3. Minutes will be completed by the Dean for the remainder of the year. Next year it will be added as a duty of the CEHSP student representative.
4. A CEHSP TECH COUNCIL webpage is under construction. A sample format used by CEHSP AAC was distributed for comment.
5. It was announced that CEHSP TECH COUNCIL files were Available to Council and Departmental Committee members through Associate Administrator Karen Davidson

### **Discussion Items:**

1. Review of Fall 2002 decision: The budget breakdown was reported for fall. The same 80% distribution to Departments will hold for Spring as soon as budget tracking sheets are completed. A small grants program will be implemented in the fall of 2003
2. A review of the schedule of due dates as stated below.
3. Departmental student representative role and responsibility was discussed. Consensus was achieved. The list of duties will be included in the CEHSP draft plan to be approved at a future meeting.
4. Departmental student representative role and responsibility was discussed. Consensus was achieved.
5. Technology Use and Activity Report format. A format will be developed for future consideration. Input was solicited in the meeting. Written comments were requested.
6. 3-5 Year Plan format. A format will be developed for future consideration. Input was solicited in the meeting. Written comments were requested.
7. CEHSP TECH COUNCIL plan revisions. A final plan will be presented based on feedback from the Tech Council and Department Head Group for approval before the end of the semester.

### **Tracking and Reminders:**

1. FY02 Budget Tracking Sheets due March 28
2. FY03 Budget Tracking Sheets for Fall 02 due March 28
3. FY03 Budget Tracking Sheets and/or Projection sheets for Spring 2003 due April 7
4. Expenditures should be completed by April 30
5. Departmental Use and Activity Report due July 1
6. CEHSP Annual Technology Report July 1
7. Proposed departmental and collegiate expenditure funds due September 2003
8. Departmental 3-5 year technology Plan due September 2003
9. CEHSP 3-5 year Technology Plan due October 2003