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| **Sub-Committee Title** | **Sub-Committee Charge** | **Sub-Committee Members** | **Start Date** | **End Date** |
| HEFMA Survey Instructions Review | Review and update the HEFMA Surveyor Instructions and Definitions document and the Survey Master How To Manual to improve:* Instruction clarity for surveyors
* Surveyor input consistency
 | Pamela Carpenter – *Michigan State University*Andrew Sama – *University of Notre Dame*Christine Syvertson – *Rutgers University* | July 2018 |  |
| HEFMA Website Enhancement II | Enhance HEFMA website to:* Improve website accessibility to membership
* Increase the quality and ease of communication among members
* Provide readily accessible information to members about various topics of interest
* Increase automation to minimize the amount of hands on management required
 | Sherri Boone – *University of Minnesota*Pamela Carpenter – *Michigan State University*Patricia Pac – *University of Illinois at Chicago*Christine Syvertson – *Rutgers University* | November 2017 |  |
| HEFMA Website Enhancement | Devise the following improvements to the HEFMA Survey before attaching it to the new website:* A simpler data input method
* Method to ensure consistency in data input across member institutions
* Method to provide ad hoc reporting capability, as well as flexibility for future reporting capability for member institutions
 | David Breon – *Penn State University*Sherri Boone – *University of Minnesota*Chad Christensen – *University of Nebraska - Lincoln*Kevin Grzyb – *Northwestern University* | November 2013 | June2014 |
| HEFMA Website Development | Develop and Activate the HEFMA Website | David Breon – *Penn State University*Sherri Boone – *University of Minnesota*Chad Christensen – *University of Nebraska - Lincoln*Glen Funk – *The Ohio State University*Kevin Grzyb – *Northwestern University* | November 2011 | November 2012 |

Appointed Sub-Committees

