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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 | June  2014 |
| 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

