**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**

**EXECUTIVE COMMITTEE MEETING**

**(10.31.2019)**

**Attendance:** Bernard Oliver, Kate Warner,Barbara Radcliffe, Heather Kelley, Eugene Asola, Keith Waugh, Natalie Kuhlmann, and Renee Whitmer, Alma Young, Linda Most, James Archibald, Ashleigh Stevens, Leon Pate, Corine Myers-Jennings, and Tracy Burch.   
**Approval of Prior Minutes:** The minutes for 10/24/19 are posted as of 10/31/19.

**Registration Status:** Dr. Oliver asked the chairs to get the registration numbers to him next week so he can present to the Provost in 2 weeks.

**Adult Degree/Programs:** Dr. Oliver asked for lists of degrees for potential adult/non-traditional students. Needs these ideas by Friday, November 8th. Discussion ensued.

**Open House:** Dr. Oliver reminded everyone of the event and encouraged each chair to get faculty more involved.

**Grant Writing Workshop:** Dr. Oliver reminded everyone of the upcoming event (Nov 14 & 15 in Moultrie) and that the Dean’s office will fund registration for those who wish to attend.

**CVIOG:** Dr. Oliver encouraged the supervisors to attend the meetings regarding this. The official letters will be disbursed on November 11th. Discussion ensued.

**Faculty/Staff Requests:** Dr. Oliver told the chairs that he presented their faculty/staff position requests to the Provost on Monday, October28th. He has had no update form him as of today. Discussion ensued.

**Reorganization:** Dr. Oliver mentioned that the Provost is concerned with the size of each department if we use the 3 departments model. He would like to have other options to present to him. Dr. Oliver asked what the committee would like to present to the Provost, 4 or 5 departments? Decision made to have 4 departments. Discussion about associate chairs, administrative staff, and numbers of faculty per department ensued. Dr. Oliver asked Natalie to update the organizational chart to reflect the suggestions made today and he will present to the Provost in his next meeting.

**FGE:** Dr. Warner is in need of 10 GA/Student Workers to assist with the event from 8-2pm. Please send her names and times that each department would have someone that could help. Discussion ensued.

**AVID:** Dr. Warner reminded everyone that the program is still in need of volunteers for tutoring. Please send a list of those who are willing to help to her. She mentioned a collaborative grant proposal that VSU & AVID are preparing, Gear Up. Also the program will have several events happening at VSU and asked everyone to participate.  
**Undergraduate Flyer for Recruitment Events:** Dr. Warner asked the chairs to proof the flyer and get any changes to her so we can update this for future events.

**Other:**

**Year End Funds Requests:** Dr. Radcliffe proposed that we use these funds to purchase a van for the COEHS usage. Discussion ensued.

**Special Olympics :** Dr. Asola showed the Valdosta Daily Times front page which featured a story about the VSU Special Olympics.  
**Deaf Education Field Day:** Dr. Radcliffe reminded everyone of the event that will be happening tomorrow and encouraged everyone to attend.

**Career Fair:** Dr. Asola reminded everyone of the Career Fair that is happening today.

**Meeting adjourned at 12:15 pm**

Respectfully submitted,

Tracy Burch