**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**   
**DEPARTMENT HEAD EXECUTIVE COUNCIL MEETING**

**(11.19.2020)**

**Attendance:** Karla Hull, Kate Warner,Debbie Paine, Heather Kelley, Eugene Asola, Keith Waugh, Natalie Kuhlmann, Linda Most, Ashleigh Stevens, James Archibald, Steve Downey, Corine Myers-Jennings, Sonja Jenkins and Tracy Burch.

**Graduate School:** Dr. Hull asked if the graduate application process was still having issues. Discussion ensued. Decision made to plan a meeting with Becky da Cruz to discuss the issues.

**Budget:** Dr. Hull has forwarded an email to the chairs of the budget report from the Provost. She reminded each department to continue to spend responsibly. Discussion ensued.

**Low Enrollment:** Dr. Hull stated that the Provost would like to get a number of the low enrolled courses for the COEHS. She asked the chairs to send her their numbers and she will provide them in their next meeting. Discussion ensued.

**December 3rd:** Dr. Hull would like to hold a virtual social with each department on this day. She will send cupcakes to the departments and would like to thank the faculty and staff for the work they have done during this hard semester. She asked each chair to send her a time that works best for their department. Discussion ensued.

**Program Approval Update:** Dr. Kuhlmann announced that the Georgia Professional Standards Commission Continuing Approval Review draft for program standard 6 has been received. Program-specific standard 1 deadline has been extended to December 15, 2020.

**Departmental Updates:** Dr. Hull asked each chair if they had any updates or news for the committee. All chairs stated that the semester is going well. Discussion ensued.

**Announcements:** Dr. Hull reminded everyone of several tasks that needs to be completed: Compliance Training, Annual Faculty Evaluations, and What resources are needed for Faculty in Spring 2021.

**Meeting adjourned at 11:20 am**

Respectfully submitted,

Tracy Burch