**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**

**EXECUTIVE COMMITTEE MEETING**

**(4.30.2020)**

**Attendance:** Bernard Oliver, Kate Warner,Barbara Radcliffe, Heather Kelley, Eugene Asola, Keith Waugh, Natalie Kuhlmann, and Renee Whitmer, Alma Young, Linda Most, Hoa Nguyen, James Archibald, Ashleigh Stevens, Steve Downey, Corine Myers-Jennings, and Tracy Burch.   
**Approval of Prior Minutes:** The minutes for 4/23/2020 are approved.

**Marketing:** Dr. Oliver stated the enrollment concerns of the university and asked that all chairs and faculty should be thinking of new strategies for keeping enrollment up. He will send an email with a marketing opportunity to the chairs. Discussion ensued.

**Travel:** Dr. Oliver reminded everyone that the travel ban is still in effect until further notice. All who were planning to travel should start working on refunds of registrations and such. Discussion ensued.

**Quarantine and Laptops:** Dr. Oliver asked all chairs to get the student loaned laptops cleaned after the students return them to the department.

**Budgets:** Dr. Oliver reminded everyone that all purchases must be essential and must be approved by the Provost. If an essential purchase is requested, it must be accompanied by a justification.

**Summer Revenue:** Dr. Oliver asked everyone to review the email from Honey regarding the summer revenue.

**VSU Global:** Dr. Oliver stated that the Chancellor may delay this starting until Spring 2021 semester. Discussion ensued.

**COEHS Admissions:** Dr. Oliver announced that the COEHS enrollment and registration numbers look normal. He reminded the chairs the importance of faculty to be available and interactive with students. Discussion ensued.

**US News and World Report Update:** Dr. Warner will forward the update to chairs for review before the data is submitted. Discussion ensued.

**Summer Graduate Assistants:**  Dr. Warner announced that we may have a deficit in the GOML Graduate Assistant budget. This may result in the loss of some assistants for the summer semester. Discussion ensued.

**Community and Technical College Leadership Certificate Proposal:** Dr. Archibald announced that higher education is getting a proposal together for a community program. If approved, it would be the first in the state. Discussion ensued.

**Provost concerns:** Dr. Archibald stated that he has had several conversations with faculty about concerns with the Provost. Discussion ensued.

**Other:**

**COEHS Workload Policy:** Dr. Oliver asked Dr. Waugh to resend the workload policy to the chairs and also to Honey Coppage.

**Teacher Appreciation Week:** Dr. Oliver reminded everyone that next week is teacher appreciation week. He asked that Natalie put something on our web page. Discussion ensued.

**Meeting adjourned at 11:00 am**

Respectfully submitted,

Tracy Burch