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

**(8.19.2021)**

**Attendance:** Karla Hull, Kate Warner,Debbie Paine, Heather Kelley, Linda Most, Steve Downey, Crystal Randolph, Sonja Jenkins and Tracy Burch.

**Dean Search Update:** Dr. Hull announced that the search committee has been set up with several COEHS representatives, three departmental chairs (Downey, Paine & Kelley) also 2 faculty members, Natalie Kuhlmann as a COSA member and 1 undergrad student. Committee chair is Dr. James Pace. He has asked for our input as to what we (COEHS) are specifically want or need in a dean. Discussion Ensued.

**Personnel Actions:** Dr. Hull stated that we still have 3 critical hires and 3-4 rehires that she will speak with the Provost at her next face to face meeting with him. Discussion ensued.

**P&T Scheduling Department Meetings**: Dr. Warner will “sit-in” at each of these committee meetings. She asked the chairs to send her the meeting schedules. Dr. Hull will create a guide and send to everyone next week.

**COVID:** Dr. Hull provided everyone with a few PDF handouts: COVID-19 Related Student Absences, How to Post Classroom Recording in Blazeview, and Mental Health and Emotional Well-being Guide. Dr. Hull asked chairs to encourage students to self-report and to have a plan in place for faculty sicknesses.

**President’s Meeting with Departments**: Dr. Hull said that the chairs will be contacted for a date that the President can meet with faculty. Dr. Downey stated that he received an email stating that the Chairs will meet with him Fall 2021. The faculty will meet with him Spring 2022. Discussion ensued. Dr. Hull will provide the Provost with the feedback.

**Revised Summer Model & Summer Teaching Contract:** Dr. Hull provided everyone handouts with revisions to the Summer Revenue Sharing Model and a template of the Summer Teaching letter/contract both to be sent from the Provost to those faculty teaching Summer courses. Discussion ensued.

**Wait Lists and Schedules:** Dr. Hull asked the chairs to make sure that all seating caps are met and to adapt new sections if needed. Discussion ensued.

**Carry Forward Reporting (Budgets):** Dr. Hull stated that she needs expected expenditures from each chair for any grant, or budget with funds: 14000 or 15000. Discussion ensued.

**Part-Time Hires:** Dr. Hull reminded the chairs to keep a close eye on their part time teacher’s hours. She will send a spreadsheet later today with a tracking spreadsheet. Discussion ensued.

**Web Team:** Dr. Warner stated that she has hired three graduate assistants to assist with the web updates. She asked that each chair send her the names of those who updates their department web pages. She stated that she along with Sonja will try to create continuity in structure of design and content. She and Sonja would like to meet with each department’s contact before next Wednesday, September 1, 2021.

**Faculty Evaluation Model Discussion:** Dr. Hull stated that she will send an updated version to everyone so we can have a detailed discussion at next weeks meeting. Discussion ensued.

**OTHER:**
**Departmental Diversity Conversations Updates:** Dr. Hull asked for an update on each department’s conversation held during the Fall Opening Meetings. Everyone’s feed-back was very positive and all said that it went well.

**Meeting adjourned at 11:57am**

Respectfully submitted,

Tracy Burch