**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**

**EXECUTIVE COMMITTEE MEETING**

**(6.4.2020)**

**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. IT ( Benjamin Li, Wes Dukes, Adrian Taylor, Doug Jordan, Sarah Bring, Dwayne Trouille, Jeremy Scott)  
**Approval of Prior Minutes:** No meeting on 5/28/2020.

**Fall Semester IT needs** Benjamin Li asked for specific IT needs that faculty and staff may need. He asked that the chairs send this to him. Discussion ensued.

**What are you hearing:** Dr. Oliver asked what the committee has heard from students, faculty & staff regarding the online courses. What are we doing right? What can we change? Discussion ensued.

**Enrollment:** Dr. Oliver asked the chairs to make sure that we don’t have students on waiting lists to take courses. Discussion ensued.

**Course enrollment of 60+:** Dr. Oliver asked chairs to talk with faculty about how they plan to handle those courses with enrollment of 60+ students. Larger rooms may be needed due to social distancing. Reach out to Honey if classes need to be moved due to size. Discussion ensued.

**Summer schedule of classes**: Dr. Oliver asked chairs to make sure that courses are spread out throughout the day, and to stay away from the 10-2 model.

**Meeting adjourned at 10:40 am**

Respectfully submitted,

Tracy Burch