

Dewar COE Meeting Documentation Form

This form should be completed by all non–statutory committees/groups for meetings associated with the COE.

Statutory committees are required to maintain formal minutes.

The completed form should be filed according to approved COE policies and procedures.

Committee/Group Name: Committee on Committees

Chairperson/Responsible Contact: Kate Warner, Chair

Purpose of the Meeting: Elect a Chair; Review revised committee name and role; review COEHS committee structure and rosters, discuss creation of a diversity committee

Date: April 1, 2014 **Time:** 11:30 **Location:** Large Conference room, Dean's office

Departments/Participants/Groups/Agencies Represented: George Langford, KSPE; Don Leech, Deans Office (Ex. Officio); Festus Obiakor, Early Childhood and Special Education; Diane Holliman, Social Work; Steven Kohn, Psychology & Counseling; Kate Warner, Marriage & Family Therapy

Primary Outcomes:

- Approved minutes from October 22 meeting.
- Approved the formation of the Dewar College of Education and Human Services Diversity & Inclusion Committee. The committee will transition from a Task Force to a college committee.
- Reviewed procedures for electronic meetings
- Approved a plan to elect senators to fill upcoming COEHS opening.
- Discussed identifying and voting in a new chair for the committee that is not a Department Head.

Actionable Items/Planned Follow-up:

1. Dr. Holliman agreed to conduct senate elections using Qualtrics. Dr. Leech will supply her with a list of eligible COEHS Faculty members.
2. As no attending member was interested or able to chair the committee, the members present unanimously agreed to contact absent members to see if they were interested in chairing the committee. If no current Committee on Committees member self –identifies as willing to serve as chair, Dr. Langford will explore committee membership and the chair position with a faculty member in his department who may be willing to serve.