

**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**  
**EXECUTIVE COMMITTEE MEETING**  
**(1.25.18)**

**Attendance:** Mizanur Miah, Natalie Kuhlmann, Leon Pate, Bernard Oliver, Kate Warner, Lynn Minor, Barbara Radcliffe, Sandy Trowell, Linda Most, Keith Waugh, Renee Whitmer, Karen Rubin, & Diane Holliman.

Meeting called to over by Dr. Oliver at 8:31am.

**Approval of Minutes:** Dr. Pate motioned to approve the minutes from 1.18.18 and Dr. Most seconded. No one opposed, no one abstained, and said motion passed via consensus.

**Curriculum Proposals:** Dr. Minor discussed proposed changes to the catalogue copy for the K-5 Math and K-5 Science Endorsements. Admission requirements have been updated to reflect PSC standards and also make the endorsements open to as many candidates as possible. GPA exceptions through Alternative Pathway Requirements are also outlined in the revised catalogue copy. Discussion ensued and recommendations were made by the committee. Dr. Radcliffe motioned to pass the proposals with recommended changes and Dr. Warner seconded. No one opposed, no one abstained, and said motion passed via consensus.

**Promotion & Tenure:** Dr. Oliver asked for the committee's promotion and tenure concerns so that he can relay them to the Provost. Discussion ensued regarding publications, scholarship, mentorship, committee service, self-reflection, and the overall expectations and guidelines for promotion and tenure. Dr. Oliver would like departments to create a list of acceptable publications/journals and think about the role of our promotion and tenure guidelines.

**COEHS Committee Structure:** The committee looked at the current list of COEHS committees and discussion ensued. We need to look further into the committees' roles, documentation, function levels, and charges.

**Enrollment:** Dr. Oliver let the committee know that he will start sending out enrollment reports and requested that department heads respond with comments and evidence of trends.

**Marketing & Recruitment:** Dr. Oliver asked for information about the current COEHS marking and recruitment plan. Discussion ensued.

**Client Base & Partnerships:** Dr. Oliver asked committee members to put together a list of their departmental client base (corporations, community organizations, state agencies, counties, etc.). The list should include everyone we are working with as well as those we should be working with.

**COEHS Webpage:** The committee discussed the current COEHS webpage design and its functionality, agreeing that a homepage similar to the Graduate School's would be more user-friendly and informative. Dr. Oliver will reach out to the appropriate contact to initiate the format change.

Meeting adjourned at 10:21am.

Respectfully submitted,

Katie Rowland