**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**

**EXECUTIVE COMMITTEE MEETING**

**(4.23.2020)**

**Attendance:** Bernard Oliver, Kate Warner,Barbara Radcliffe, Heather Kelley, Eugene Asola, Keith Waugh, Natalie Kuhlmann, Renee Whitmer, Alma Young, Linda Most, Hoa Nguyen, James Archibald, Ashleigh Stevens, Steve Downey, and Corine Myers-Jennings.   
**Approval of Prior Minutes:** The minutes for 4/16/20 are approved.

**Follow-up to Dean’s Counsel Meeting:** Dr. Oliver mentioned the budget outlook as a major concern for Dr. Smith. The transition to online teaching was discussed in relation to faculty and students. Dr. Archibald mentioned that some students who received student fee refunds in the amount of $26.00 questioned the refund amount in light of student fees totaling $1000.00 for spring semester. Dr. Most added that the FAQ section of the COVID information page on the website addresses this topic. Discussion ensued.

**Fall Admission Applications:** Dr. Radcliffe mentioned that the Graduate School needed additional help with processing admission applications for fall. GOML classes begin on April 28, and applications for some programs have yet to be received by the department. Discussion ensued.

**Program Admission Assessment for New Admits:** Dr. Myers-Jennings asked how the Program Admission Assessment (PAA) would be handled for new admits in the current testing situation. Dr. Kuhlmann explained the upcoming changes and admission criteria. PAA will be an at-home proctored test beginning May 15, 2020. Discussion ensued.

**End-of-Year Purchases:** Dr. Oliver said that all end-of-year purchases must be approved Tracy Martin and Dr. Smith. Department heads are asked to submit a list of all purchase needs to Tracy Burch by next Thursday. Indirect funds may also have to be used for budget reduction costs.

**Faculty Moving Requests for Reorg:** Dr. Oliver said that July 1 is the target date for faculty moves. Departments are asked to identify which faculty would want to be moved and to which room they would move. Dr. Myers-Jennings will identify costs associated with moving the Special Education faculty to the Ed Center and send a list Drs. Radcliffe and Oliver. Discussion ensued.

**Global Initiative:** The Chancellor has approved the global initiative, but asked about including Teacher Education. Discussion ensued.

**Student Awards:** Dr. Holliman will send the status of the awards to departments and letters to the recipients of awards.

**Other:**

**Graduate Assistantships:** No decision has been made on the summer GAs. Discussion ensued.

**Data**: Dr. Kuhlmann will send an email to department heads regarding a report that she has to complete that includes data from Fall 2018, Spring 2019, and Summer 2019. She will follow-up on conditional admits due to covis-19 testing issues.

**Meeting adjourned at 12:25 pm**

Respectfully submitted,

Renee Whitmer