

**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**  
**EXECUTIVE COMMITTEE MEETING**  
**(04.26.18)**

**Attendance:** Sandra Trowell, Barbara Radcliffe, Leon Pate, Keith Waugh, Renee Whitmer, Natalie Kuhlmann, Shirley Andrews, Don Leech, Lynn Minor, Bernard Oliver, Linda Most, Ransom Gladwin, Karen Rubin, Mizanur Miah, Sonya Sanderson, Deborah Marciano, Diane Holliman, Kate Warner, and Corine Myers-Jennings.

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

**Approval of Minutes:** Dr. Leech motioned to approve the minutes from 3.29.18 and Dr. Pate seconded. No one opposed, no one abstained, and said motion passed via consensus.

**Catalog Changes:** Dr. Minor asked if the committee would prefer to include recent catalog revisions in the catalog and on the graduate school page or only on the graduate school page, adding that changes can be updated more frequently on the webpage, but the catalog is only updated once a year. Discussion ensued. The committee chose to only include the changes on the webpage.

**CPAAE:** Mrs. Kuhlmann informed the committee that the cost of LiveText student memberships will increase May 31, 2018. Currently, our graduate students pay \$98 for a 5-year LiveText membership and do not have to purchase the field experience module. With the price increase, these students will pay \$139 for a 7-year membership that includes the field experience module. To eliminate this cost for our students, Mrs. Kuhlmann is looking into D2L as an alternative to LiveText. If D2L is a possibility, it will not be ready by May 31<sup>st</sup>, so students are encouraged to purchase LiveText before that date so that they do not have to pay the higher price. Discussion ensued regarding methods for reducing student fees.

Mrs. Kuhlmann also let the committee know that as we are required by CAEP to publically publish data about our educator preparation programs, COEHS candidate performance data has been added to our webpage. Please review this data and let her know if you have any questions. Dr. Minor added that we will have to respond to a question about how we will share this data and asked committee members to talk about this with their advisory groups.

**COEHS Faculty Meeting:** Dr. Oliver announced that we will have a COEHS meeting on May 3<sup>rd</sup> and asked department heads and directors to prepare a 10 minute summary of their area's events, accomplishments, challenges, etc. over the last academic year to present at this meeting. In the meeting, Dr. Oliver will also discuss the strategic plan, emerging challenges, and the accomplishments of our college.

**Deans' Council Update:** Dr. Oliver provided updates from the latest Deans' Council meeting.

- **Low Enrollment/Recruitment:** Dr. Oliver asked committee members to speak about this topic with their faculty as low enrollment and recruitment is becoming critical in the next budget cycle. The system is paying more attention to programs with low enrollment, which may lead to consolidations within these programs. Discussion ensued regarding enrollment reports. If you see discrepancies in your departmental data, please email Dr. Oliver evidence.
- **Spring Commencement:** Faculty are strongly encouraged to attend spring commencement. The president or provost will be sending an email encouraging attendance. Please encourage your faculty as well.
- **Strategic Planning:** Academic Affairs will be developing a strategic plan based on the president's strategic plan. Once this strategic plan has been created, the COEHS Strategic Planning Committee can begin to work. Please start thinking ahead about this.
- **Budget:** As roughly \$300,000 of COEHS funds are listed as a university funding resource for the 2018-19 school year, we need to develop a different mindset and think about alternative revenue streams so that we are responsible for our own funds. We must be innovative and collaborative about the way we deliver our goods and services. Discussion ensued.

**COEHS Department Heads Retreat:** Dr. Oliver announced that the department heads retreat will be held on May 29<sup>th</sup> and 30<sup>th</sup> on Jekyll Island. Tracy has travel information and the agenda. Those attending the retreat will need to submit their travel authorizations by tomorrow.

**COEHS Budget:** Dr. Leech, Dr. Minor, and Dr. Oliver have been discussing how to spend the remaining COEHS money. The priorities include technology, restructuring classrooms, travel, recruitment, mentor training, consultants, and course development and are each tied to the strategic plan.

Meeting adjourned at 10:11 am.

Respectfully submitted,  
Katie Rowland