**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**

**EXECUTIVE COMMITTEE MEETING**

**(10.24.2019)**

**Attendance:** Bernard Oliver, Barbara Radcliffe, Heather Kelley, Eugene Asola, Keith Waugh, Natalie Kuhlmann, Alma Young, Linda Most, Hoa Nguyen, James Archibald, Ashleigh Stevens, Leon Pate, Corine Myers-Jennings, and Tracy Burch.   
**Approval of Prior Minutes:** The minutes for 10/10/19 are approved. Dr. Most requested that the meeting minutes be posted earlier. She also proposed the idea of the chairs sending a faculty proxy if they are not able to attend the weekly meeting. Discussion ensued.  
**Fall 2019 Commencement Banner Carrier for COEHS:** Dr. Warner was not present but had provided a hard copy list to members of possible candidates for banner carrier and asked the committee make a decision on the carrier. Decision made that Arionna Z Muhammad will be the carrier.

**Spring Orientation:** Dr. Warner asked that in her absence, the spring orientation dates be passed out to the committee as a FYI.

**Administrative Reassignments Due by November 6th:** Dr. Oliver asked the chairs to send Tracy their list of faculty who have reassign time. He will need to present this information to the Provost.

**Budget Reductions via Positions:** Dr. Oliver mentioned that in the last Dean’s Council the topic of budget reductions via cutting unnecessary positions was discussed. He asked if the chairs have any positions that could be cut from the budget. Discussion ensued.

**Unspent Departmental Funds:** Dr. Oliver asked the chairs for a report of unspent funds for the past few years. He needs this information for the Provost. Discussion ensued. Decision made: Tracy will ask Jenny for this information.

**Reorganization: Program Director vs Program Coordinator:** Dr. Oliver would like to present to the Provost job description for both director vs coordinator. He asked the chairs to send him the justification for need of either for their department. Discussion ensued.

**Linda Most: Caught You Caring:** Dr. Oliver presented Dr. Most with her pin for “I Caught You Caring.”

**Other:**

**Human Services Administrative Assistant:** Dr. Oliver mentioned that Dr. Kelley in Human Services is still without an assistant. Dr. Oliver mentioned the Provost’s idea of moving Julia Stokes into this position. The committee and Dr. Oliver are all against the idea and he would like ideas for other options. Discussion ensued.

**Associate Dean Position:** Dr. Oliver mentioned that he will be providing the Provost with justification for the needed position. Discussion ensued.  
**Reorganization & Faculty Numbers:** Dr. Oliver would like to get a count of each department’s faculty numbers after the reorganization is completed.  
**COEHS Undergraduate Experiential Learning Opoortunities:** Dr. Kuhlmann passed around some information as a FYI. Some changes to the document were requested by Dr. Kelley.

**Meeting adjourned at 10:55 am**

Respectfully submitted,

Tracy Burch