**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**

**EXECUTIVE COMMITTEE MEETING**

**(8.8.2019)**

**Attendance:**Dean Oliver, Kate Warner,Barbara Radcliffe, Heather Kelley, Eugene Asola, Keith Waugh, Natalie Kuhlmann, and Renee Whitmer, Deb Marciano, Alma Young, Linda Most and Corine Myers-Jennings.   
**Approval of Prior Minutes:** The minutes for 8/1/19 are approved.

**COEHS Fall Opening Agenda:** Dr. Oliver asked if anyone had any suggestions to add to his agenda. Dr. Most asked to add the workload policy.

**Faculty Participation in Convocation and Move-In Day:** Dr. Oliver asked the chairs to encourage their faculty of the importance of getting involved with both events. Discussion ensued.

**Date & Times of Departmental Meetings:** Dr. Oliver asked the chairs to send Tracy the date and times of their departmental meetings.

**Experiential Learning:** Dr. Oliver asked the chairs to send a list of courses that require experiential learning. Natalie said the Experiential Learning Committee would meet to decide and she will send Dr. Oliver the list compiled by chairs from academic year 2018-2019.

**ACETTAPP Agreement:** Dr. Oliver explained that this organization approves the background checks for placements made at some hospitals, including SGMC now. There is a cost associated with AACETTAPP and the students may be required to pay. Discussion ensued.

**Micro-Credentialing:** Dr. Oliver wants to have more conversations to develop these. Discussion ensued.

**Faculty Searches:** Dr. Oliver asked the chairs to send a listing of the positions that will be vacated in their departments. He asked them to send a list of up to 2-3 that will need to be refilled next year as well as requests for new positions. He plans to meet with the Provost about positions before chairs compiles evidence of need. Discussion ensued.

**Graduate Assistantships:** Dr. Warner asked the chairs to send her a list of all graduate assistants in their department. Dr. Oliver will ask Becky de Cruz to come to an executive meeting to talk about the centralized location proposal. Discussion ensued.

**Other:**

**Staffing:** Dr. Myers-Jennings announced that her administrative assistant has resigned. She would like to fill that position as soon as possible. Dr. Oliver mentioned that Dr. Kelley is still without an assistant as well. Dr. Oliver will ask Dr. Smith if we can fill the position with a temporary staff member until we can post the position. He will make a decision on the staffing to assist Dr. Kelley and notify those who are to assist. Discussion ensued.

**EAB:** Dr. Oliver, Dr. Warner and Renee recently attended this company’s marketing presentation. They passed around the packet that was received from the presentation for all to view. Dr. Oliver would like to bring this company in to do a presentation for the chairs. Discussion ensued.

**Meeting adjourned at 11:30 am**

Respectfully submitted,

Tracy Burch