**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**   
**DEPARTMENT HEAD EXECUTIVE COUNCIL MEETING**

**(2.17.22)**

**Attendance:** Karla Hull, Debbie Paine, Heather Kelley, Linda Most, Steve Downey, Crystal Randolph, E-Ling Hsiao, Natalie Kuhlmann, Sonja Jenkins and Tracy Burch.

**Budgets:** Dr. Hull stated that during the Dean’s Council the Provost announced that a budget cut is needed across the University. She will get with each department chair to talk budget cuts that are needed. Discussion ensued.

**Annual Evaluations:** Dr. Hull reminded the chairs that their departmental evaluations are due to her by 2/24/22 and she will deliver them to Honey Coppage on 2/28/22.

**USG Updates:** Dr. Hull announced that a $5,000 stipend will be given to all full-time employees for the FY22 year. Also the $5,000 will be an addition to FY 23 annual salary. Discussion ensued.

**Faculty Evaluation Model and Workload:** Dr. Warner asked the chairs for an update on their progress. Discussion ensued.

**Professional Education Services Update:** Dr. Kuhlmann reminded everyone of the upcoming PSC review on March 7-8, 2022. The mock interviews will be held on February 28th and March 1st. PES has several upcoming professional development events. She asked the chairs for their fee-back on using DocuSign for processing curriculum changes. Ms. Jenkins explained her process and discussion ensued.

**Departmental Announcements:** Dr. Most announced that she will be stepping down from the department chair and returning to teaching. Dr. Kelley stated that the My Friends House Director position has been filled. Discussion ensued.

**Meeting adjourned at 11:05am**

Respectfully submitted,

Tracy Burch