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

**(5.12.2022)**

**Attendance:** Kate Warner, Debbie Paine, Heather Kelley, Linda Most, Steve Downey, Ashleigh Stevens, Eling Hsiao, Natalie Kuhlmann, Sonja Jenkins, Honey Coppage and Tracy Burch.

**Summer Letters:** Honey Coppage demonstrated where to check for course enrollment on Blazer Insight, how to use the Faculty Course Load form, and how the faculty salary is calculated. She stated that all summer contracts should be delivered to faculty 2 weeks before the 1st day of classes. Discussion ensued.

**IT Transitions:** Dr. Warner reminded everyone of Doug Jordan’s departing to a new position and asked if there were any issues that should be addressed before he leaves this position in June. Discussion ensued.

**Summer Searches:** Dr. Warner mentioned that Dean Slykhuis would like to be included in all tenure track searches. She asked the chairs to send him all of the finalist applications and to copy her as well.

**Waitlists:** Dr. Warner reminded the chairs to keep an eye on the waitlists. Discussion ensued.

**PAA GPA Updates:** Dr. Kuhlmann reminded the chairs that she is awaiting a decision from the PSC if the Program Admission Assessments and GPA requirements will be removed. Discussion ensued.

**Video Update:** Dr. Warner updated that the video team was moving forward and making good progress with the promotional video shoots.

**Web Team Update:** Dr. Warner mentioned that Terri Funk will not be working in the summer semester, but will return for Fall.

**P&T Updates:** Dr. Warner stated that a video of a past training session is on the website along with training for the committee and the applicants.

**Leadership Fellow Update/Reading Selection:** Dr. Warner updated that there was only one application for the fellowship position. Discussion ensued. She asked the chairs if they had made their departmental reading selections. Discussion ensued.

**Workload Revisions:** Dr. Warner stated that the Provost was concerned with several points: reconsider the1.3 load per credit class, Maximum vs full load, Department Head summer load, Program Director course reductions. Discussion ensued.

**Meeting adjourned at 11:20am**

Respectfully submitted,

Tracy Burch