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

**(6.16.2022)**

**Attendance:** Kate Warner, Debbie Paine, Heather Kelley, Steve Downey, Crystal Randolph, Ashleigh Stevens, Natalie Kuhlmann, E-ling Hsiao, and Tracy Burch.

**Civitas:** Ms. Stevens demonstrated Civitas. This is the new system used for advising and student success. Training for faculty will begin in Fall 22 with it going active then as well.

**Academic Administrators Evaluations:** Dr. Warner disbursed a guidelines and rubric handout to all chairs. Discussion ensued.

**COEHS IT:** Dr. Warner reminded everyone of Doug Jordan’s position move and asked if anyone had specific needs for the IT position in the future. Discussion ensued.

**Professional Education Services Update (PES):** Dr. Kuhlmann announced that the Keeping the PACE event went well. She stated that some duties within the office have shifted. These changes are to streamline the Partnership Agreement processes. She also stated that the 2999 courses are progressing and getting positive feedback.

**FY 2022-2023 Committees:** Dr. Warner asked the chairs to give thoughts on the new upcoming FY committees, committee members, or if structure changes are needed. Discussion ensued.

**Updates:**

**Enrollment:** Dr. Warner stated that enrollment is down and was a topic of concern at the Dean’s Council meeting. She asked for suggestions on what we can do and how we can be more effective. Discussion ensued.

**P&T Shells:** Dr. Warner reminded the chairs that these will be up and ready for use next week. Discussion ensued.

**Contracts:** Dr. Warner reminded the chairs that the faculty contracts are due on 6/27/22. Honey will send a list of unsigned contracts to the chairs and it is their responsibility to follow up and get them completed.

**Meeting adjourned at 11:45am**

Respectfully submitted,

Tracy Burch