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

**(8.05.2021)**

**Attendance:** Karla Hull, Kate Warner,Debbie Paine, Heather Kelley, Eugene Asola, Linda Most, Steve Downey, Crystal Randolph and Tracy Burch.

**Faculty Evaluation Model:** Dr. Hull asked chairs if they felt that it was meeting their expectations? Discussion ensued. She then asked Dr. Warner if she would send the recorded training session out to them. Dr. Hull asked the chairs to define what criteria would be “meets or exceeds” expectations. Discussion ensued. Decision: Meet more on the following dates to discuss this. August 26, September 9th, and October 14th.

**Workload COEHS/Office Hours:** Dr. Hull stated that the VSU minimum office hours are 5 on campus over 2-3 days. Discussion ensued. Decision: COEHS will require a minimum of 10 hours with 5 on campus over 2-3 days.  
**Departmental Meetings:** Dr. Hull encouraged the Charis to be positive in the delivery of information in their meetings. She also asked how they felt about the diversity themed conversations. Discussion ensued.

**Opening Meeting:** Dr. Hull gave the agenda for the opening meeting to be held on August 11, 2021. Discussion ensued.

**P&T:** Dr. Hull announced that the timeline has been extended due to new processes. A handout was given to everyone with the new timeline. She explained what Dr. Warner’s role will be with attending the committee meetings. Discussion ensued.

**Updates on Searches, Diversity Conversations, & Blazeview:** Dr. Hull asked the chairs to focus on how to support students with issues in diversity. Hoa Nguyen will send out a survey and will interview chairs and faculty after she has those results.

**PSC Review:** Dr. Hull updated that she and Natalie Kuhlmann are working on this and the deadline is August 6, 2021.

**Department Head Social:** Dr. Hull asked for a date and time to hold a social lunch for the committee. She will send out an invitation soon.

**New Faculty Lunch:** Dr. Hull will send out an invitation for the lunch on September 16, 2021.

**Meeting adjourned at 12:45pm**

Respectfully submitted,

Tracy Burch