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

**(9.24.2020)**

**Attendance:** Karla Hull, Kate Warner,Debbie Paine, Heather Kelley, Eugene Asola, Keith Waugh, Natalie Kuhlmann, Linda Most, Ashleigh Stevens, James Archibald, Steve Downey, Corine Myers-Jennings, Doug Jordon, Sonja Jenkins and Tracy Burch.

**One-Time Budget Request:** Dr. Hull asked for purchase requests with the cost, description and explanation of need for the item. This is to be submitted to her by October 1, 2020.

**Workload:** Dr. Hull asked for feedback on the faculty workload policy. Discussion about office hours, banking hours, and service ensued.

**Faculty Evaluation Model**: Dr. Hull stated the faculty model should be ready for use Spring 2022. She asked Department heads how they are working on assessing faculty and if faculty were having any issues with the model. Discussion ensued.

**Organization/ Meeting Structure:** Dr. Hull asked about several committees. Steering Committee: is one in place? Do we need a steering committee? Discussion ensued. Decision made that the COEHS Executive Committee is the steering committee and all approved that she will remove this committee. College Advisory Board. Dr. Hull asked for member recommendations for the board. Discussion ensued. Decision made that all persons on this board should be regional people who can give advice on hiring in the field. Technology Taskforce: Dr. Hull asked should this be a committee instead of a taskforce. Discussion ensued. Decision made that it should be a committee and they should report to the Dean once a semester instead of once a month.

**Program Approval:** Dr. Kuhlmann gave an update that the APP Writing Meeting went well.

**Semester Updates**:   
Advising: Ms. Stevens stated that the Advising Office is adapting well to the changes this semester.   
IT: Mr. Jordan stated that the digital signage used at COEHS is due for an update soon.

**OTHER:**

**Graduate School Applications**: Dr. Downey stated that there are still issues with the graduate application process. He talked with Dr. da Cruz and she is in the process of reconfiguring the office duties. Duties will be task oriented instead of program oriented. Discussion ensued.

**TO DO LIST:**1-Send request for one-time purchases to Dr. Hull.  
2-Send names for the Advisory Board to Dr. Hull.

**Meeting adjourned at 11:20 am**

Respectfully submitted,

Tracy Burch