

DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES
EXECUTIVE COMMITTEE MEETING
(2.21.2019)

Attendance: Don Leech, Leon Pate, Barbara Radcliffe, Sonya Sanderson, Linda Most, Karen Rubin, Shirley Andrews, Corine Myers-Jennings, Keith Waugh, Renee Whitmer, and Deborah Marciano

Meeting called to order by Dr. Leech at 9:00 am.

Approval of Minutes: The minutes from the previous meeting are approved.

Strategic Plan: This conversation is tabled for feedback from the dean.

Committee Structure: Dr. Warner is going to have information out to everyone by Monday/Tuesday of next week. We will discuss this information during the next meeting.

FGE (Future Georgia Educators): Dr. Leech is waiting for Ms. Ruth to provide him with more information on the structure. There is still a need for at least another presentation or two.

- March 12th (PAGE competition)–may need faculty or student judges for the afternoon
- March 13th – actual event

Other Items:

Faculty Meeting (before Spring Break): Dr. Leech will communicate with Ms. Burch about the dates of availability of Jennett Hall, and he will ask Ms. Burch to send out a Doodle Poll to everyone.

Schedule Builder & Maps: Dr. Smith is emphasizing the use of schedule builder and maps, and that departments ensure there are no conflicts. He would like for Dean Oliver to meet with everyone one on one to discuss this. The committee would like to know how to control other colleges and their content.

Summer Course Offerings: The summer course offerings are still a work in progress. Dr. Smith is concerned that there aren't as many courses available for the upcoming summer. There may be a need to add courses that are hybrid or face to face.

Prorated Fee Structure: The department heads will discuss summer fees on Tuesday. There is still a concern with summer student fees for face to face.

Course Coding: Everyone will need to be careful to use the correct codes. The committee is going to communicate with the Registrar Office for better clarification on the coding, for example, 95% and F&E.

Faculty Workload Committee: The faculty workload committee have prepared a draft. The dean will decide how he would like to share the draft with everyone. Department chairs will need to begin communication with their faculty prior to the meeting. Dr. Oliver will meet with Dr. Waugh to discuss the roll out process.

Academic Forms: College of Art has done a lot of work on recreating the forms. We will begin to see movement on this. If there is a committee for this, then someone from the on-line area will need to be a part of this committee.

Graduate Assistant: This event will take place on Monday from 9:00 am – 5:00 pm. Dr. Kuhlmann will set-up our table on Monday morning. Dr. Kuhlmann is going to be collecting all of the resumes.

Dr. Rubin's Updates: The pizza event will take place on Friday, March 1st. Dr. Kuhlmann's graduate assistant has assisted with promoting this event on social media. Students that participate will have their Id card scanned. A discussion ensued about the games and departmental shirt colors.

Black History Month: The Future Black Male Educators will have a table at the event on Friday, March 1st. Also, may prepare a PowerPoint presentation on the televisions on the first floor of COEHS.

Graduate Applications: Due tomorrow, February 22.

Summer part-time Agreements: Due on April 1st

Meeting adjourned 10:42 am

Respectfully submitted,

Melissa Nolley