

DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES
EXECUTIVE COMMITTEE MEETING
(1.31.2019)

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

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

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

Enrollment: The dean shared that the provost has indicated the enrollment is moving in the right direction, but to keep it as a number one priority along with retention.

Summer Revenue Sharing: Department Heads received the email yesterday. The funds will be distributed to the departments over the next few weeks. The funds will go directly to the department. A discussion ensued about this topic.

The new summer funding/revenue sharing model and summer teaching policies at college level is 33%.

OSPRA/IRB: The dean distributed the Course Assignment-Student Project Form.

Dr. Kuhlmann would like for everyone to email her their class assignment courses and syllabi (research related). Dr. Kuhlmann will complete the form, and send the information to OSPRA. She will send a new roster each semester. Minors on campus – Dr. Kuhlmann will need a list of the courses that include a teacher candidate that may go out into the community (teacher of record or teacher candidate that is working with students). The deadline to submit the information to Dr. Kuhlman is February 17th.

CITI Basic Training – Dr. Kuhlmann suggested to the executive committee to have everyone complete the training, including adjunct faculty, during their own time. She is going to work with Mr. Kitchens to imbed this in the 2999 and 5999 course for edTPA students by this summer. If it is a true research, then the instructor will have to follow up on this.

Faculty Background Checks for Minors on Campus: Dr. Kuhlmann distributed a copy of an email that she had previously sent to everyone that gives information about the background check requirement for faculty members that are interacting with students. Dean Oliver is going to try to schedule a time with Beth DeMarco to meet with us on a Tuesday or Thursday to discuss the process.

Momentum Summit – February 28 – Atlanta (Peachtree): This event is for 1st year faculty.

Committee Structure: This will be discussed at our next meeting.

Search Committee Structure: The dean will be exploring the idea of having someone outside of the department serve on a faculty search committee moving forward.

Offer Letter: The letter was sent to departments yesterday. Provost Smith and Ms. Honey Coppage would like the faculty to send these letters. The letters can be sent by the dean or the faculty.

After School Project with VCS District: The dean would like to have faculty participate. EDUC 2130 is going to be participating with this on Wednesday and Thursday. EDUC 2110 will be assisting at the Boys & Girls Club.

Community Center Concept with Valdosta utilizing old high school: The superintendent of Valdosta would like to do more work that focuses on Urban School district by transforming the old high school to a community center concept. This will include (social work, counseling, and health & recreation). The superintendent would like to partner with us. Dr. Waugh is going to meet with the superintendent next Tuesday. The superintendent has to meet with the BOE for approval, but he is hoping that we will assist with this.

Important dates:

- February 1st – Scholars Day (Dr. Leech thanked everyone for help.)
- February 2nd – Open House
- March 12th - FGE Competition
- March 13th – FGE Conference at VSU (need 4 or 5 presentations; 10 ambassadors)

COEHS booth at Graduate Assistant Day on February 25th: It is going to be from 9:00 am – 5:00 pm. It was suggested one booth as opposed to various department booths. The executive committee voted on having 2 booths. Dr. Leech will collect the pamphlets. Please provide names of GAs that can work the booth to Dr. Leech. Dr. Kuhlmann will email everyone with the information.

KSPE course requirements in Area F: If the course needs to be removed, then permission isn't needed. The provost has requested that the Course Sub Forms be kept to a minimum. If it is going to be taken out of the curriculum, then a Curriculum Change Form needs to be submitted to the various committees for approval. Dr. Kuhlmann will send an email to everyone for Area F content. A discussion ensued. Dr. Leech, Dr. Sanderson, Dr. Andrews, and Dr. Radcliffe will serve on a committee, and present their decision to the executive committee.

Active Shooter Drill – Converse Hall Personnel – March 22nd: Every department will contact HR or Police Chief for an Active Shooter Drill to be completed by the end of the semester.

Other Information:

- February 7th at 3:00 pm – Employee Recognition (5 years, 10 years, or more years of service)
- CAMP – placed 12th in the nation for the blood drive last March. They will be participating again this year in March, and would love more participation.
- Advising offers workshops every Monday. The dean ask that the department chairs and faculty stop by to attend the workshops. Dr. Rubin will send an email providing everyone with information about the workshop.

Meeting adjourned 11:18 am

Respectfully submitted,

Melissa Nolley