

DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES
DEPARTMENT HEAD COMMITTEE MEETING
(08.18.2016)

Attendance: Rey Martinez, Linda Most, Corine Myers-Jennings, Barbara Radcliffe, Don Leech, Lynn Minor, Kate Warner, Sonya Sanderson, Leon Pate, Mizanur Miah

Dr. Minor called the meeting to order at 8:31 a.m.

Approval of 02-18-16 Minutes: Discussion ensued regarding the minutes. Dr. Most moved to accept the minutes with revisions, Dr. Leech seconded. No one abstained, no one opposed and said motion passed via consensus.

Part-time Faculty Time Sheet: Dr. Minor presented the committee with an example spread sheet used to document Part-Time Faculty's time. Other institutions are allowing an average of 19 hours per week. We will look into this for the COEHS part-time faculty. Dr. Sanderson provided the committee with a conversion chart for part-time faculty (please see handout). Discussion ensued. Each faculty member will send documentation of their time to their Department Head monthly. Dr. Minor proposed a mid-semester check.

Valdosta State Day at the Capitol: Valdosta State Day at the Capitol will be held on Monday, March 13, 2017. This is a day for students to showcase their institutions. They want all of these students to be undergrad. Zachary Lewis is the Director of Government Affairs and will be coordinating this day. Dr. Minor is finding out if the faculty members need to attend or just the student. Dr. Warner is going to speak with Dr. Taylor to see if they can demonstrate their "Distracted While Driving" simulation.

P&T Guideline Revision Process: The COEHS is looking to revise their P&T Guidelines. Dr. Minor reminded the committee of our P&T Committee's desire to better align our process with the P&T University Committee's guidelines. We would like to review our process while we wait for their changes. Any changes will be in effect for 2017-2018 academic year. Dr. Minor is going to email everyone with proposed recommendations and a timeline. We need to add the guidelines for a person moving from an instructor to an assistant professor. While there is a process for this in the University Guidelines, we do not have one in the COEHS Guidelines. Discussion ensued.

COEHS Brochure: Dr. Leech presented the committee with the template for the COEHS brochure (please see handout). Each heading will have its own page with information and a short quote from a student regarding the program. Corrections were made to the template. This is an abstract version of what we are looking at.

Graduate Assistants: Dr. Leech wanted to check in with each department regarding their graduate assistants. Thank you to Dr. Minor and Financial Services for budgeting for GA positions.

Future Educators Fair: Dr. Leech provided the committee with a handout for the upcoming Future Educators Fair (please see handout). On November 15th, PAGE and VSU are coming together to bring future educator programs to high school students. The handout provides an example of the workshop descriptions and sessions that have been provided. There will be approximately 200-300 high school students on campus. This fair will provide them with an idea of what it would be like to be a teacher.

Announcements/Other: please see agenda.

- Dr. Minor is sending through amended budgets. This is going to reflect the money provided to pay for your FY17 faculty for July.

With no further business, meeting adjourned at 10:49 a.m.

Respectfully submitted,
Jessica Pippin