

DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES
DEPARTMENT HEADS' COUNCIL MEETING
(10.12.17)

Attendees: Keith Waugh, Linda Most, Mizanur Miah, Barbara Radcliffe, Don Leech, Lynn Minor, Sonya Sanderson, Katie Warner, and Leon Pate.

Meeting called to order by Dr. Minor at 11:10am.

USG Report from Actual Expenses: Dr. Minor passed out a USG report regarding the cost of online learning and tuition differential. Department heads are required to record their program expenses in the categories listed for FY17. The necessary data can be found in the financial data warehouse. Discussion ensued about what categories pertain to the COEHS and the council went through each line in the report to decide what is and is not our expense. Ultimately, department heads should use their best judgement. All reports must be submitted by Wednesday, October 18th at 5:30pm. Please email them to blazeview@valdosta.edu and copy Dr. Minor.

Deans' Council: Dr. Minor provided the council members with updates from the latest Deans' Council meeting.

- By the end of the semester, department heads and faculty need to complete an audit of Degreeworks and the catalog for their programs in order to identify any errors. Submit your report to Jane Kinney or Karen Shepard and copy Dr. Minor.
- The university is looking into whether our catalog management software will change from the current software, CourseLeaf.
- In position requests, state that salary will commensurate with experience and qualifications.
- The university is still going over strategies for strategic goals. Please send Dr. Minor your ideas by the end of October.
- A new process for undergraduate suspensions is in the works.
- A task force is being established to go over faculty workloads.

Meeting adjourned at 12:15pm.

Respectfully submitted,

Katie Rowland