

**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**  
**DEPARTMENT HEAD COMMITTEE MEETING**  
**(10.15.15)**

**Attendance:** Linda Most, Mike Griffin, Kate Warner, Leon Pate, Charles Backes, Barbie Radcliffe, Steve Downy, Janet Foster, Donald Leech, Lynn Minor

Meeting called to order by Dr. Minor at 8:30.

**CLT Proposal:** Dr. Downy provided the committee with information regarding premium tuition of M.Ed. in IT (please see handout). This Corporate Concentration request has already been approved; however, he was providing rationale for the premium rate of this concentration. Dr. Backes moved to accept the proposal for the premium tuition amount as stated and Dr. Radcliffe seconded the same. Discussion ensued regarding technology fees, target student numbers/faculty numbers, and recruitment costs. The department is looking at advertising in a magazine, linkedin, and via regular mail. This will cost the department approximately \$15,000-\$18,000 for their cost. No one opposed, no one abstained and said motion passed via consensus.

**Promotion and Tenure Appeals Policy:** Dr. Minor provided a handout (please see attached handout). The first place an appeal is requested is at the Dean's level. Discussion ensued regarding where the appeal goes back to once T&P is appealed. As of right now, the policy states the letter will go to the Dean. The dean goes back and looks at it again. However, the Dean's Council suggested the letter goes to the Provost instead of the dean level. Dr. Minor suggested this is an opportunity to appeal their current dossier, not to add additional documentation they may have left off. Discussion ensued regarding the appeals procedure for the College of Education. Changes were made to the COEHS appeals procedure. Minor is going to get the attorney to look at the changes made. Dr. Minor is in going to send this to the attorney and email it out for everyone's review.

**Faculty Load Spreadsheets:** Dr. Minor showed the department heads a spreadsheet for each faculty member. We have positions coming up, people retiring, etc. and people need positions. Dr. Minor would like for the department heads to use this type of document for each faculty member. She proposed to go ahead and complete this form for fall semester and then for spring semester. Discussion ensued regarding different scenarios. Dr. Minor is going to adjust the form and send it to everyone. Please have this back to her by November 9th.

**Part-Time Roster:** Honey Coppage sent an email stating that the department request forms are due to her by October 30th. Please have these to Dr. Minor by October 26<sup>th</sup>. She will send them to Honey all at one time. Dr. Minor requested that all Department Heads go ahead and send out agreements to part-time faculty.

**Executive Forum:** Dr. Minor put up all of the changes to date to curriculum and courses yesterday. The Executive Council will vote on those on October 22<sup>nd</sup> in Executive Council. If a department wants their changes to go through the November cycle, those will need to go through the November 12<sup>th</sup> Executive Council meeting. If the department wants those changes to go through in November, please have them to Dr. Minor by October 30<sup>th</sup>. This gives them time to review and vote by November 12<sup>th</sup>.

**Approval of Minutes:** Dr. Minor requested minutes from July 2015 - present be placed in folders for each member of the Executive Council for their review at the next Executive Council meeting.

**Other:**

- Dr. Minor was requested to bring up the department head list to the dean's counsel. This needs to include interim department heads.
- How do we want to handle project innovate? Dr. Leech suggested having an open forum and during this time share any projects or ideas. This meeting will take place on October 29<sup>th</sup>.

Meeting adjourned at 11:28 a.m.

Respectfully submitted,  
Jessica Pippin