

**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**  
**EXECUTIVE MEETING**  
**(1/14/2016)**

**Attendance:** Reynaldo Martinez, Renee Whitmer, Natalie Kuhlmann, Kate Warner, Doug Farwell, Mike Griffin, Lynn Minor, Don Leech, Barbara Radcliffe, Sandy Trowell, Mizanur Miah, Linda Most, Lynn Adams, Randy Gladwin, Eugene Asola, Janet Foster, Leon Pate

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

**Approval of 12-10-15 Minutes** – The minutes from the previous 12.10.15 Executive Meeting were presented to the committee. After reviewing, Dr. Most moved to accept the minutes with minor changes and Dr. Martinez seconded. No one opposed, no one abstained and said motion passed via consensus.

**Clinical Practice Application Process** – Dr. Minor reported that the Clinical Practice Application will now be accepted through APEX. Natalie Kuhlmann made a presentation regarding the new process. Handouts were given to explain the submission, review and approval process. Changes or revisions were to be listed on the handout and given back to Natalie. Discussion ensued.

**CPAAE** – Natalie updated everyone on data dissemination. The fall 2015 data will be distributed over the next few weeks. Discussions ensued as to new assessment and all EPP assessments in the departments.

**Field Experiences/Clinical Practice** – Renee gave a brief update on all spring 2016 placements and the certification process. Minor gave brief report regarding K-5 Science and Math endorsements. Science endorsement to begin in the spring and Math endorsement to begin in the fall. Discussions ensued.

**Advising/Personalized Learning Workshop** – Dr. Minor announced the Personalized Learning Workshop with Cori Gorden coming in January. COEHS would like to move advising to a more personal level. Handouts were given. COEHS is hiring a Director for Advising. We are looking at innovative ways to keep students, different way of working, and becoming proactive in the advising process. Rolling admissions was suggested. When Grad School gets applications, departments should receive communication about students interested in October – maybe invite James to Department Head meeting. Prior to that, meet to discuss possibilities. Discussions ensued.

**College-Wide Meeting** – Dr. Minor asked for dates for a college-wide meeting with e-learning. February 26 a possibility. A schedule will be forthcoming after talking with Meg at e-learning.

**Open House** - Dr. Minor reminded everyone of the Open House scheduled for January 30. COEHS will need a student panel as well as faculty reps from each program. Discussions ensued as to schedule for the day and professional dress. Dr. Minor asked for questions and schedule for the day to be sent to her by January 22.

**Due Dates For Faculty Evaluations, Cprs, Etc.** - Handouts given regarding CPRs (Comprehensive Program Review). Dr. Minor to review prior to going to external reviewer. Faculty Review for part-time faculty – Mike Griffin stated he sent directly to Honey Coppage. Discussions ensued as to reviews being sent to Dean and dean sends out – may be a communication gap.

**New Staff Evaluation Model** – It was noted that old model used this year and new model in place next year. Staff evaluations are due in March. Griffin also stated that secretaries used to have internal meetings for trainings and social events. Discussion ensued as to purpose and whether or not it was constructive and beneficial.

**Priorities** – Dr. Minor reminded everyone about the end of the year funds. She advised department heads to talk with faculty and make a list – rank the list as to top priority to least priority. Dr. Minor will meet with IT to discuss technology needs. All lists must be to Dr. Minor by February 19<sup>th</sup>.

**MOU With University Of West Indies** – Dr. Martinez gave brief update on his semester in Jamaica. They are in the final stages of approving an MOU with the University of West Indies and he asked if anyone would be interested in pursuing a partnership with them. Dr. Miah with Social Work expressed an interest and would get with Dr. Martinez to discuss logistics.

**Announcements/Other Business** – Dr. Minor reminded everyone of the following dates: Presidential Excellence Award packets are due to the Deans' office by January 19 at 5:30 p.m.; Open House on January 30<sup>th</sup>; January 27-28 Personalized Learning Workshop with Cori Gordon; share CPR results with Dean by January 31<sup>st</sup>. TIES Conference scheduled for February 17-19. February 26- Faculty Reports and Evaluations due to Dean. March 15, 2016 – Final CPR Analysis due to Dean.

With no additional items, meeting was adjourned at 11:00 a.m.

Respectfully submitted,  
Becky Wetherington