

**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**  
**EXECUTIVE COMMITTEE MEETING**  
**(03.10.16)**

**Attendance:** Mike Griffin, Barbie Radcliffe, Sandy Trowell, Linda Most, Renee Whitmer, Rey Martinez, Eugene Asola, Natalie Kuhlmann, Lynn Minor, Kate Warner, Corine Myers-Jennings, Leon Pate, Mizanur Miah, Doug Farwell

Meeting began at 8:32 am.

**Approval of 2-11-16 minutes:** Dr. Most moved to accept the minutes of 02.11.16, Dr. Radcliffe seconded. No one opposed, no one abstained and said motion passed via consensus.

**Clinical Experiences and Certification:** Ms. Whitmer informed the committee of the GaPSC changing the 01 preparation rule again. The major changes are regarding reporting. They are shortening our reporting time especially for OSPs. They want this information reported before the end of their clinical practice. We need information from OSPs quicker so we can in turn get this information to the GaPSC quicker. There will now only be a 60 day window within which to report.

Also, we have approximately 800 students who have not claimed enrollment through their myPSC accounts. Every person has to claim enrollment.

**CPAAE:**

- Ms. Kuhlmann discussed the use of an admission to teacher education application with the committee. This process came about so we could admit each student earlier. We are moving this application to APEX. We are in the testing stage.
- The Educator – As many know, Elizabeth is no longer with the CPAAE office. Therefore, the GA in that office will speak with committee to solicit topics to appear in the educator.
- The CPAAE office is working on a data visualization portal. It will allow you the ability to see data regarding enrollment, GPA, etc. This is for all departments in the COEHS only right now. Hopefully this will be distributed for more information.
- Data were distributed to each Department Head regarding their education programs and professional coursework. This is for major restrictions for each program. Only students that have that major may enroll in these specific courses. Please look at these courses and make sure these fit. If the student tries to register for a course and has not met the prerequisite, they will prevent them from registering and they will receive an error message.
- Data were distributed regarding Title II to each department. Each program needs to meet an 80% pass rate. The state does not report on programs only having 10 students or less taking their course.

**Spring 2016 Commencement:** Dr. Minor provided a handout regarding Commencement (please see handout). Shirley Andrews is the point person for the COEHS and will meet with the other marshals as needed. The graduate Department Heads will be part of the platform party for the undergrad ceremony as well. As the handout stands, each department head will read each name. However, after further discussion, J.T. Cox will be asked to announce each name from each department. Each Department Head will shake hands with their individual candidates. If J.T. Cox does not agree to announce the names, Dr. Martinez has volunteered. Discussion ensued regarding both convocation speaker and banner carrier. Dr. Griffin moved to ask Mara Charles to serve as the convocation speaker and Kelsey Rice as the banner carrier. If one of them cannot do it, we will move to Brittany Chastain and Oyindamola Bamgbola next. Dr. Martinez seconded the same. No one opposed and no one abstained. Said motion passed via consensus.

**Reassigned Time Forms:** Dr. Minor provided all members with faculty reassigned time forms (please see handout). These are due to the Provost on March 31<sup>st</sup>. Dr. Minor must review all before they go over, therefore, these need to be

back her by March 28<sup>th</sup>. These forms are for any faculty getting any release time for any reason. If release time has been granted in the past that does not mean it will be granted release time now. Coordinators in our college will only be granted release time for one semester. Dissertation work will require one of these forms as well. They are not saying they will not grant release time, they are saying everyone will be held responsible for showing their release time. Dr. Minor will send this out electronically to everyone.

#### **Graduate School:**

- James LaPlant and Rebecca Waters - spoke with committee about the Graduate School admissions procedures. Discussion regarding procedures ensued. As it stands, the Graduate school receives an email saying a student has submitted an application. However, when applicants are sent an email stating what they are missing, the staff has to prepare these by hand. Staff has been working with IT.
- Graduate School convocation will be held on the front lawn at 10:00 am. We will continue to hood the Master's students as well as the Doctorate students. The person from each department most involved with the particular student will conduct their hooding. Institutional advancement will have a gift for each student. At this point, we do not have a speaker and they are trying to make it as compact as possible.
- Discussion ensued regarding resources and the potential for exponential growth. They are in the process of rethinking the policies and procedures on who (and how) is a designated researcher.
- Point made that a new mechanism is needed to quantify and identify faculty to serve as the designated researcher on Dissertation Committees.
- Overall, everyone involved agreed, the line of communication has got to be open.

#### **Deans Council Update:** Dr. Minor updated the committee.

- The online catalogue was discussed. It pulls information needed from what is in Banner. All of the changes seem to not have been made in Banner. They are supposed to be sending us our information in the online catalogue so we can clear up anything that is not correct. Discussion ensued regarding the online catalogue. The online catalogue does not list the lecture hours and lab hours. If there are other issues with the online catalogue, please let Dr. Minor know so that she can bring it to the Deans Council.
- Dr. LaPlant introduced some changes to the policies and procedures to the promotion and tenure process. Discussion regarding the proposed changes. There is a great deal of inconsistency between our college and other colleges. They are looking at making things consistent between all colleges. As soon as we have something concrete, Dr. Minor will let everyone know. Faculty need to be strategic as to where they send their scholarly work.
- They are going to pass out cards at graduation to try and get the graduate's employment at this time. They are trying to get the most information possible from our graduates. Career Services has a destination survey that can help with that information.

#### **Faculty Applicant Workflow:** Dr. Leech has given this to Dr. Minor to handout regarding this (please see handout).

#### **Announcements:** please see agenda.

- Dr. Minor will be sending all Department Heads their summer rosters for verification. They will need to be verified by her by March 18<sup>th</sup>.
- Please go ahead and figure merit pay based on what was given last year.

Meeting adjourned 11:26

Respectfully submitted,  
Jessica Pippin