

**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**  
**EXECUTIVE COMMITTEE MEETING**  
**(04.13.17)**

**Attendance:** Karen Rubin, Natalie Kuhlmann, Renee Whitmer, Mizanur Miah, Sonya Sanderson, Lynn Minor, Linda Most, Deborah Marciano, Sandy Trowell, Kate Warner, Barbara Radcliffe, Shirley Andrews, Leon Pate, Ofelia Nikolova, Doug Farwell, Corine Myers-Jennings, Diane Howell

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

**Approval of 02.23.17 & 03.23.17 Minutes:** Dr. Pate moved to accept the minutes from 02.23.17 & 03.23.17 with minor changes and Mrs. Whitmer seconded. No one opposed, no one abstained and said motion passed via consensus.

**Clinical Experiences and Certification:** Mrs. Whitmer reminded the committee of the mentor qualification form. This form was originally created to form a pool of mentors to be used for Clinical Practice and Field Experience placements. She explained the process to the committee. After a meeting with three local placement coordinators, the CEC office will be moving forward with the original intent of the form and are requesting this form in the beginning of the process instead of the end. These forms will be accessible to the department. This process will foster stronger partnerships between mentors and student teachers. Discussion regarding the process ensued.

Mrs. Whitmer reported on the workshop she attended regarding Certification in Douglas. There is a proposed rule change for permits in specific fields, such as business education and healthcare science. They will begin issuing permits in October. The requirements for these permits are different. These permits are valid for 3 years and there is no limit to the number of times they will be able to renew these. However, when individuals go to renew their permit, they must pass the assessments and program requirements at that time. This can be three years after being in the classroom. Discussion ensued.

**CPAAE-IPRC Report, GaPSC Rules:** Mrs. Kuhlmann presented data on edTPA specific to each department. These are cut scores for students since we began using edTPA.

Mrs. Kuhlmann presented the committee with the IPRC - Title II. The committee reviewed the individual questions for this report and verified each answer for assurances, technology, and teacher training.

- Dr. Warner moved to accept the assurances section and Dr. Sanderson seconded. No one opposed, no one abstained and said motion passed via consensus.
- Dr. Warner moved to accept the technology section with minor changes and Dr. Nikolova seconded. No one opposed, no one abstained and said motion passed via consensus.
- Dr. Warner moved to accept the teacher training section with changes and Dr. Sanderson seconded. No one opposed, no one abstained and said motion passed via consensus.

Mrs. Kuhlmann presented changes to the mother rule regarding GPA and flexibility in admission requirements. Discussion ensued. Dr. Minor provided the committee with the guidance wording for admission requirements.

- Providing the committee receives further clarification and assurance that the process can be executed consistently, Dr. Sanderson moved to adopt the admission practice of exempting individual GPAs below the requirement if they were obtained ten years or more prior to admission, Dr. Warner seconded. No one opposed, no one abstained and said motion passed via consensus.
- Mrs. Whitmer moved to not accept the rule of the EPP accepting up to 10% of the admitted cohort with GPAs lower than 2.5 as long as the average GPA of the admitted cohort meets the 3.0 minimum requirements, Dr. Rubin seconded. No one opposed, no one abstained and said motion passed via consensus.

**COEHS Advising Center:** Dr. Rubin discussed ways to improve advising campus wide. If you have any feedback for the College of Education advising experience, please let Dr. Rubin know.

They are having MGED majors meeting next Wednesday. This will offer opportunities for these students to meet, join organizations, develop leadership skills, and create mentorships. Discussion ensued regarding advisors and substitution forms.

**Deans' Council Update:** Dr. Minor updated the committee on the discussion from the Deans' Council on April 5<sup>th</sup>.

- As of April 1<sup>st</sup>, VSU is limited to 100 new or renewed P-Cards on the campus. P-cards cannot be used for anything related to grants. Everyone can continue to use their cards until April 30<sup>th</sup>. If someone is not keeping their pCard, they must turn their card in by May 31<sup>st</sup>. With the new cards, you must get pre-approval before you can use your pCard.
- Denise Bogart was at the Deans' Council to discuss staff teaching courses. The decision was made for Fall 2017 that all staff may only teach one course, which must be approved by the staff member's supervisor. If you have staff members who have traditionally taught courses, they can only teach one section of one course. If you have non-exempt faculty, they can earn comp time. If they do not use up their comp time, the department is required to pay out that comp time. Discussion ensued.
- Merit recommendations were addressed. There is no rule, but remember that merit is always a recommendation and has many channels it goes through. Please keep this in mind when telling people about it before the official notification.
- Faculty workload policies currently in place will continue for the time being.
- Dr. Carvajal will meet with the Deans after this week. This week marks his 100 days of being in office. An email will be coming out with the most recent changes. He will be submitting an article to the Valdosta Daily Times.
- VSU is searching for a Chief Information Officer and a Provost. Please keep your calendar clear during the last week of April. There will be a lot of meetings regarding these interviews.
- All deans were told by Kelli Brown that all colleges must have specific policies regarding promotion and tenure guidelines. Dr. Minor will be meeting with the task force to discuss guidelines for the COEHS. She will ask that the committee continue working on lining up our guidelines and the university guidelines, but to table other areas they are working on. Discussion ensued. There has been a lot of discussion regarding electronic submission for P&T, which will replace the binder system. The decision was made to not submit in workflow and/or digital measures for Fall 2017, but that the dossier will be submitted with jump drives. A small binder can be included for signature forms. The committee has requested more information regarding the jump drive procedure.
- Dr. Gravett has been working with the Associate Deans to work on a process for submitted suspensions. A Suspension Committee will be formed by the end of Fall 2017. Dr. Warner attended a meeting regarding this.
- There has been discussion regarding the limit for undergrad students to take 19 hours. To take over 19 hours in the spring or fall semester, the student must get special permission. There is no limit at this time of the number of hours a student can take during the summer, but the council is looking at capping these hours.

**End-of-Year Spending:** Dr. Minor reminded the committee to be sure that all accounts are zeroed out by April 30<sup>th</sup>. They are watching them closely.

**Summer Schedule:** Dr. Minor made the committee aware of courses or sections being added to the summer schedule. We are on a tight budget and Dr. Minor needs to send the verified rosters to Honey Coppage by Monday, April 17<sup>th</sup>. We must be able to fund everything we have offered to our students.

**COEHS Celebration of Students:** We are looking forward to a very nice evening.

**Other Announcements:**

- Mrs. Kuhlmann is going to send out a summary of the revisions to the mother rule.
- We had the training from Apple this year, but Dr. Warner had mentioned the training for digital text that could be used in any type of delivery of text. These could be used as open resources. Discussion ensued.

Meeting adjourned 11:05 a.m.

Respectfully submitted,  
Jessica Pippin and Katie Rowland