

DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES
EXECUTIVE COMMITTEE MEETING
(07.27.17)

Attendance: Natalie Kuhlmann, Karen Rubin, Renee Whitmer, Donna Hewitt, Linda Most, Barbara Radcliffe, Mizanur Miah, Lynn Minor, Deborah Marciano, Keith Waugh, Kate Warner, Shirley Andrews, Leon Pate, Don Leech, & Ofelia Nikolova

Introductions: Dr. Minor introduced three new members of the COEHS family. Dr. Keith Waugh is the new department head for Adult and Career Education. Michael Kitchens is our new academic support specialist, instructing our 2999 & 5999 courses. Donna Hewitt is the new coordinator of music education for the Department of Music. We welcome you all!

Approval of Minutes: Dr. Leech moved to accept the minutes from 06.29.17 with minor changes and Dr. Most seconded. No one opposed, no one abstained, and said motion passed via consensus.

I Caught You Caring: Dr. Rubin received two I Caught You Caring cards for her dedication to student success. Congratulations, Dr. Rubin!

Curriculum Proposals: The committee received documents from Sonya Sanderson requesting standalone course designations for courses CHPE 3001, CHPE 3000, KSPE 1090, & KSPE 1110 as well as the addition of two new courses for the coaching minor, CHPE 4300 & CHPE 4700 (Please see handout). The standalone course designations will make those courses easier for students to find. The additional coaching minor courses will allow KSPE teacher certification students to complete a coaching minor that was previously unavailable to them due to a course scheduling conflict. This option has been in demand and can now be fulfilled without the need for additional faculty lines. Dr. Pate moved to accept these proposals and Dr. Warner seconded. No one opposed, no one abstained, and said motion passed via consensus.

CPAAE:

- Mrs. Kuhlmann discussed transitioning administrative duties for 2999 & 5999 from faculty to our new academic support specialist, Michael Kitchens. She asked that faculty please list him as the instructor for 2999 this fall. Mr. Kitchens will also be taking over 5999, but Mrs. Kuhlmann will first organize meetings between Mr. Kitchens and individual faculty members.
- Project Tomorrow Speak Up surveyed currently enrolled, admitted initial prep candidates in Spring 2017 about their technology usage. The results from this survey are located in the V drive in the Executive Committee folder.
- Mrs. Kuhlmann is working with web services on creating a webpage that shows what it is like to be an initial or advanced teacher candidate at Valdosta State University. The webpage aims to be a central source for information about what programs students are qualified for and what courses they should take. Mrs. Kuhlmann provided the committee with the link to the webpage and asked that committee members provide feedback.
- There have also been changes to our homepage. Photos have been added from programs like MLIS and Marriage & Family Therapy to better showcase the variety of programs the COEHS has to offer.

Georgia Power New Teacher Grant: When Dr. Minor receives all the nominations from the Awards Committee for the Georgia Power New Teacher Grant, she will email the Executive Committee members the list. The committee will need to choose 1 male, 1 female, and 1 alternate who are in the top 25% of their class and employed next semester.

PAGE Future Teachers Event: Dr. Leech thanked everyone who volunteered at our PAGE event in November. There will be ten events for 2017-2018 starting at Georgia Southern University on September 28th. We will hold our conference on March 8th. Dr. Leech asked for a faculty volunteer from each initial prep program to attend. This is a great opportunity to recruit students as faculty can provide in-depth information. Dr. Leech will send out an email with information and volunteer requests.

COEHS Advising Center: Dr. Rubin announced that there will be advising structure changes across campus. The three college advising center directors and Alicia Roberson from Centralized Advising met and developed a report about how to create a smoother process for student advising. The advising team also reached out to the College of Arts & Arts & Sciences to ensure they had an opportunity to weigh in on the proposed recommendations. The changes are still in the planning stage, but one goal is to create advising hubs around campus. There will not be a cookie cutter model for advising with set faculty and advisor roles, but rather each college will be able to create a model that represents their vision of what advising should look like.

Deans' Council:

- Dr. Smith is coming up with a new process for advertising open positions. We must supply five years of data from the department for any submissions and these submissions must be approved by Dr. Smith before we can put them into PeopleAdmin. Discussion ensued.
- Dr. Smith will push out template and boilerplate changes for job advertisements next week. In our searches, we are also asked to be more keenly aware of diverse candidates and add language that describes how great it is to work at Valdosta State University and live in Valdosta.
- We will be experiencing more changes with the systems we use. We will be moving to a new PeopleSoft application called Career, which is a piece of OneUSG. A request has also been made for a one page list of directions for navigating OneUSG. We are a pilot institution and are in communication with OneUSG about our questions and concerns and have until October to address any issues.
- There are a few upcoming events. The Deans, Directors, and Department Heads meeting will be held on August 7th in the Cypress Room. Faculty Convocation will be on August 7th. Freshman Convocation is scheduled for Friday, August 11th.
- Valdosta State University will follow USG policy on the campus carry law to the letter. The Registrar will detect when move-on when ready students are enrolled in a course. Ultimately it is the students' responsibility to know where they are allowed to carry. All questions related to this should be addressed with the campus police.

COEHS P & T Task Force:

The committee evaluated polices and terms proposed by the tenure and promotion committee (Please see handouts). Discussion ensued regarding the general guidelines for promotion of non-tenure track faculty. Revisions were made to these criteria to include guidelines previously outlined in the COEHS performance guidelines document and to provide clearer parameters. The minimum service required for promotion from non-tenure track instructor to non-tenure track assistant professor was also introduced and discussion ensued. The committee voted to apply a four year minimum in order to maintain consistency. Dr. Minor will make all revisions in this document and supply the new proposal directly to the faculty for review. Dr. Radcliffe moved to accept these revisions and Dr. Most seconded. No one opposed, no one abstained, and said motion passed via consensus.

The committee also addressed the language of the membership & terms and operational guidelines of the tenure and promotion committee. Discussion ensued and revisions were made to the voting guidelines. Discussion also ensued regarding creating subcommittees with a final decision to strike out subcommittees from the operational guidelines. Dr. Minor will revise this document as well and send to faculty. Dr. Waugh moved to accept these revisions and Dr. Pate seconded, and said motion passed via consensus.

Fall 2017 Opening of the University: The committee decided not to present Power Points during the faculty presentations. These presentations can include anything faculty would like to share about their department. Dr. Minor provided the committee members with a schedule for our Opening of the COEHS Faculty Meetings.

Apple Professional Development: As part of the professional development we have contracted this year, we are working on providing online faculty with more resources through Apple training sessions. Dr. Minor asked the committee to think about which faculty members they would like to attend. Any faculty members who have attended previously are welcome and there will also be refresher trainings.

Travel: Dr. Leech explained that in order to receive tier 1 mileage, a car cost comparison and proof of fleet vehicle request must be submitted. For travel within a 60 mile radius and for field and clinical supervisors, these documents do not have to be submitted for tier 1 mileage.

Meeting adjourned at 12:31pm.

Respectfully submitted,
Katie Rowland