

**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**  
**EXECUTIVE COMMITTEE MEETING**  
**(08.17.17)**

**Attendance:** Natalie Kuhlmann, Shirley Andrews, Leon Pate, Kate Warner, Sonya Sanderson, Lynn Minor, Don Leech, Barbara Radcliffe, Corine Myers-Jennings, Linda Most, Deborah Marciano, Keith Waugh, & Diane Holliman.

**Approval of Minutes:** Dr. Myers-Jennings moved to accept the minutes from 07.27.17 with minor changes and Dr. Most seconded. No one opposed, no one abstained, and said motion passed via consensus.

**COEHS Committees:** Dr. Minor provided the committee with a revised copy of the COEHS Tenure and Promotions Committee document (Please see handout).

- The committee addressed feedback from MLIS faculty. Discussion ensued concerning membership selection and the procedure for appointing faculty when a department does not have a tenured faculty member with the rank of professor. Discussion also ensued on the topic of electronic voting. Minor changes were made to each of these sections, and the language was approved by the committee.
- KSPE faculty also provided the Executive Committee with feedback. Discussion ensued regarding the recording of T & P Committee minutes. The committee agreed to revise this section of the document to convey that the minutes are documentation of actions and decisions, not audio recordings or a record of discussions.
- The committee also discussed the requirement for a quorum as stated in the operational guidelines. The decision was made to change the requirement from one-half of the membership of the committee to a majority.

Dr. Warner moved to accept the revisions and Dr. Pate seconded. No one opposed, no one abstained, and said motion passed via consensus.

**COEHS P & T Procedures:** Dr. Minor provided the committee with the proposed amendment to the COEHS P & T guidelines (Please see handout).

- Feedback from MLIS faculty prompted discussion about the promotion of faculty with terminal degrees and the meaning and language pertaining to this subject within the document. As the language regarding terminal degrees comes from university policy, it cannot be changed.
- Dr. Leech's revisions and clarifications to the amendment were presented to the committee with no oppositions.
- Faculty feedback called for clarification of the paragraph above Table 1 as it states that the policies only apply to new hires beginning Fall 2013. As this is text from the university guidelines, the committee decided to add language at the end of the paragraph to reflect that the COEHS will apply these policies to faculty members regardless of their hire date.

Dr. Warner moved to accept the revisions and Dr. Sanderson seconded. No one opposed, no one abstained, and said motion passed via consensus.

**COEHS Committees 2017-18:** Dr. Minor supplied the committee with a list of COEHS committees and asked members to speak to faculty about committees we might need.

**Hiring:** Dr. Minor discussed the process of hiring replacements for existing positions. All of these position requests have to be included in a packet from our college and be prioritized. Discussion ensued regarding the necessary data requests. Dr. Minor asked the committee to please send her a list of data-related concerns. A date for which to have all data together for the packet will be decided at next week's meeting, however, Dr. Minor asked committee members to please make their data requests now.

Meeting adjourned at 9:46am.

Respectfully submitted,  
Katie Rowland