

**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**  
**EXECUTIVE COMMITTEE MEETING**  
**(08.24.17)**

**Attendance:** Keith Waugh, Corine Myers-Jennings, Sandy Trowell, Barbara Radcliffe, Don Leech, Lynn Minor, Sonya Sanderson, Kate Warner, Elizabeth Dees, Renee Whitmer, Natalie Kuhlmann, Deborah Marciano, Doug Farwell, Leon Pate, Randy Gladwin, Mizanur Miah, Diane Holliman, Shirley Andrews, Karen Rubin, Linda Most, & Libba Willcox.

**Approval of Minutes:** Dr. Most moved to accept the minutes from 08.17.17 and Dr. Marciano seconded. No one opposed, no one abstained, and said motion passed via consensus.

**Curriculum Proposal:** Dr. Dees presented the committee with a new course request for Curriculum, Leadership, and Technology (Please see handout). The course, Literature for the P-12 School Librarian, will prepare library media students for the new GACE content assessment that includes literacy and literature. Completion of a P-12 literature course is also necessary for these students to become certified media specialists per the GaPSC. Discussion ensued. Dr. Leech moved to accept the curriculum proposal with discussed revisions and Dr. Radcliffe seconded. No one opposed, no one abstained, and said motion passed via consensus.

**Educator Hall of Fame:** Dr. Minor announced that we will hold our Educator Hall of Fame on Friday, November 3<sup>rd</sup> from 2pm to 3pm in Jeanette Hall. The event will include a guest speaker, recognition of the new inductees, and a reception. We will hold our professional development for student teachers in the morning or early afternoon and ask them to stay for this event. Please invite students in field experiences as well. We want the students to stay for the reception so that they can interact with our alumni.

**GACE Program Admission Sessions:** Dr. Rubin recently met with 12 students to address their concerns regarding the GACE exam and create strategies for success. She is holding bi-weekly sessions with students in order to facilitate understanding of formulas and determine which exams are the best fit for each student. If anyone hears from a student who needs assistance with the GACE exam, please let Dr. Rubin know. Discussion ensued.

**COEHS Committees:** Dr. Minor provided members with a list of COEHS committees for review (Please see handout).

- **Committee on Committees:** Dr. Minor passed out proposed new guidelines for this statutory committee (Please see handout). These proposed guidelines restructure the charges of the committee as outlined on the handout. Discussion ensued regarding these changes. The committee agreed to revise the language to reflect that representatives can be elected by faculty or appointed by the department head. With this revision, Dr. Pate moved to accept the guideline proposal and Dr. Warner seconded. No one opposed, no one abstained, and said motion passed via consensus.
- **Undergraduate and Initial Preparation Appeals Committee & Graduate and Advanced Preparation Appeals Committee:** Both of these statutory committees were kept with the clarification that departments can have a representative on each committee if justified due to departmental makeup.
- **Field Experience Committee:** The committee moved to create an additional standing committee titled the Human Services Field Experience Committee. This addition required the original field experience committee to be retitled as the Educator Preparation Field Experience Committee. Departments can have a representative on each of the committees if justified due to departmental makeup. Dr. Warner moved to accept these changes and Dr. Radcliffe seconded. No one opposed, no one abstained, and said motion passed via consensus.

- Scholarship and Honors Committee: The members chose to keep this standing committee and may appoint a staff member to the scholarship committee in order to provide structure and support.
- Professional Development Committee: The committee chose to eliminate the Professional Development Committee as it has not been active. Dr. Most moved to accept this decision and Dr. Holliman seconded. No one opposed, Dr. Miah abstained, and said motion passed via consensus.
- Diversity and Inclusion Committee: The members agreed to rename this standing committee the Climate and Culture Committee. The new title allows for a broader committee that can foster relationships with the community while still following our diversity plan. Dr. Most moved to accept this name change and Dr. Marciano seconded. No one opposed, no one abstained, and said motion passed via consensus.
- Technology Committee: The members did not make changes to this standing committee.
- Tenure and Promotion Committee: The members did not make changes to this standing committee.
- (New committees) Undergraduate Recruitment, Retention, & Best Practices Committee & Graduate Recruitment, Retention, & Best Practices Committee: The committee members decided to form these two standing committees in order to address any recruitment and retention issues in the COEHS and create solutions through marketing and other methods. Dr. Radcliffe moved to accept the addition of these committees and Dr. Leech seconded. No one opposed, no one abstained, and said motion passed via consensus.

**COEHS P & T Procedures:** Dr. Leech provided the committee with the revised draft of the promotion and tenure guidelines for the COEHS (Please see handout). The changes reflect revisions and additions that were passed in last week's Executive Committee meeting. Dr. Minor asked the committee members to review the document in preparation for discussion at our next meeting.

Dr. Minor also relayed to the committee that she asked the Provost if non-tenured faculty could go up for promotion this year. If we get approval from the university, we will set a deadline by which to turn in the necessary documents.

**Position Requests:** Dr. Minor explained that some programs may need to go back and request summer data from Dr. Smith to include in our position request packet. Some programs, graduate programs especially, have a lot of summer graduates due to their curriculum setup. Summer credit hours cannot be included unless you are hiring a 12 month faculty member. Discussion ensued. The committee agreed on a deadline for all submissions—Tuesday, September 5<sup>th</sup> at 5pm. Some members of the committee will be speaking to Dr. Smith on Tuesday about the position request procedure and will relay the information to any committee members who would like to meet next Thursday at 8:30am.

**Deans' Council Updates:**

- Connie Richards will be stepping down as Dean of the College of Arts and Sciences and returning to a faculty position.
- The Chancellor is focusing on enrollment and inquiring about retention and graduation numbers.
- The course substitution process is moving to an online system.
- We have received undergraduate retention reports. After Dr. Minor analyzes the data, she will discuss the reports with the Executive Committee.
- Although it was on the agenda, the council did not have time to discuss adjunct searches. Dr. Minor will keep the comments and present them at the next Deans' Council meeting.
- The campus will hold an Open House on October 14<sup>th</sup>. This will be in the same format as the past.

- When recruiting graduate students from Florida, remember that they cannot receive in-state tuition.
- The drop/add process will be streamlined as it currently negatively affects retention and is a lot of work for faculty.
- Department heads must make sure seats are available for students. The Office of Student Success is calling students that the university has lost to find out what caused their departure. We must make sure that we are never the cause and that we are always looking for resolutions.
- Dr. Smith is looking into how the university budgets for summer. He is working with Traycee Martin to come up with solutions.

**Technology:** Dr. Minor has been talking with IT about our technology needs in the COEHS. She will request that classrooms in all of our buildings have functioning, up-to-date technology. She will also request that IT representatives attend a meeting with us to discuss our concerns.

Meeting adjourned at 11:58am.

Respectfully submitted,  
Katie Rowland