

**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**  
**EXECUTIVE COMMITTEE MEETING**  
**(09.08.16)**

**Attendance** - Karen Rubin, Linda Most, Rey Martinez, Don Leech, Lynn Minor, Kate Warner, Sonya Sanderson, Renee Whitmer, Natalie Kuhlmann, Leon Pate, Mizanur Miah, Doug Farwell, Corine Myers-Jennings

Dr. Minor called the meeting to order at 8:31 a.m.

**Approval of 8.1.16 Minutes** - Dr. Martinez moved to approve the minutes from 08.01.16 with one minor correction, Dr. Radcliffe seconded. No one opposed, no one abstained and said motion passed via consensus.

**Clinical Experiences and Certification** – Mrs. Whitmer thanked everyone for submitting their Clinical Practice Applications. We are now waiting on approvals from the supervisors.

She informed the committee that Keith Osburn was going to do Professional Development for our students this semester; however he has now been offered a different position and is no longer with Jeff Davis Schools. He is no longer available to do our planned Professional Development Day. Therefore, if you have any additional ideas, please contact her. Last year we did mock interviews and a resume session. The students and faculty all said this was very beneficial. Dr. Minor mentioned that VCS classify themselves as an urban school system. They believe their mentors and students to be in an urban setting instead of rural. This may be an area for Professional Development Day. Discussion ensued.

**CPAAE** – Mrs. Kuhlmann reminded the committee of the COEHS using the FEMs. She asked that the Department Heads speak with their Program Coordinators to make sure that students are buying the Field Experience Module edition in LiveText. Discussion ensued.

Mrs. Kuhlmann provided each department with an update regarding evaluations from students, mentors and supervisors. This data reflects only those that are missing an evaluation. She then provided information regarding CI matrix and Assessment matrix for each department. This is for academic year 2015-2016. Discussion ensued.

**EPP Assessments Policy** - Dr. Minor provided the members of the committee with a copy of the Policy of EPP Assessments (please see handout). After reviewing the policy provided, discussion ensued regarding the assessments. We must make sure that we follow the policy. Please speak with your faculty to make sure that these are completed within a timely manner. Mrs. Kuhlmann moved to accept the policy and Dr. Sanderson seconded. No one opposed, no one abstained. Said motion passed via consensus.

**Deans Council Update** - Dr. Minor provided the committee with an update from the Deans Council:

- VSU is contracting with UPCEA. They are going to help with internal process for moving programs online. At this time, VSU does not have a process in place for initiating online programs. They are also going to assist with marketing as well.
- Textbooks and The Bookstore. There have been issues with faculty not adopting their textbook by the due date. Textbook adoption for Spring is October 15<sup>th</sup>. It appears as though faculty members are not going into the system to adopt them. A list is going to the Provost and President. Everything needs to be adopted in the system, even if they are not going to use anything or if they are using an electronic copy. Please keep in mind that there has to be an approval from the departmental committee for faculty using textbooks they have authored. This is a BOR policy. Everything must go through the VSU bookstore. LeAnn and Jennifer from the bookstore are being invited to come speak with the committee.
- February 22<sup>nd</sup> -24<sup>th</sup> is this year's TIES conference. The deadline for submitting proposals is October 1<sup>st</sup>.
- We now have three representatives from the COEHS on the advising sub-committee.
- Enrollment – Dr. Minor provided everyone with a document reporting enrollment numbers as of August 22<sup>nd</sup> (please see handout). Please keep in mind that the group listed as "freshman" encompasses all those students who are enrolled in the dual enrollment courses as well as true freshman. Dr. Minor is going to send everyone the most recent report she gets as soon as she gets them.

**Budget** – Dr. Minor announced to the committee that there is a new process for determining the budget for the FY 18. Each department will need to come up with a list of things that will be a reoccurring expense and things that will be a one-time expense. This is above and beyond what you would have had your regular budgeted items. Dr. Minor will present the COEHS requested items on September 21<sup>st</sup> to the Deans Council. The final presentation at the PBC budget hearings will be on October 3<sup>rd</sup>. Dr. Martinez provided the committee with a handout showing the instructions for the permanent and one-time funding template. Discussion ensued. A Department Head meeting is scheduled for September 15<sup>th</sup> to discuss this further. Please email your list to Dr. Minor before the September 15<sup>th</sup> meeting. You can send a proxy if you will not be able to attend. On this list of information, please submit a

justification/rationale.

**COEHS Brochure** – Dr. Leech provided the committee with an example of what the COEHS Brochure would look like (please see handout provided). Please send Dr. Leech an email with the number of clubs, organizations, etc. your department has, make sure to include service hours. Please have department pages to Dr. Leech by October 17<sup>th</sup>.

**COEHS Committees** - Dr. Leech provided the committee with the COEHS Committees 2016-2017 Draft (please see handout). Dr. Martinez moved to approve the draft of the COEHS Committees and Dr. Pate seconded. Changes were made. No one opposed, no one abstained and said motion passed via consensus.

**Future GA Educators** - Dr. Leech wanted to keep this on everyone's radar. It will be held November 15<sup>th</sup>. The COEHS will have students there as ambassadors. We will order them shirts. Please send Dr. Leech their presentations.

**Day at the Capitol** – Dr. Warner advised the committee that they would be able to attend with their module. Travel will be covered by the COEHS. Dr. Warner is going to get a description of the driving module to Dr. Minor.

**Open House** – Open House will be held on October 15<sup>th</sup>. We are going to do the student panel for undergrads and have faculty in the lobby. Please send Dr. Minor the students' names that can serve on the panel by September 30<sup>th</sup>. These can be either undergraduate or graduate students, however only one student per program.

**Announcements/other** - please see agenda.

- Dr. Farwell announced that the GaPSC has granted final approval for MAT program in Music. The first cohort will start in May 2017 with 15-16 students. Other colleges are looking to this program as a pathway for them as well.
- Dr. Minor announced that the MAT in ESOL and Agriculture Ed. have also been approved.
- Dr. Most announced that HR wants everything by November 1<sup>st</sup> for spring part-time hiring. Get these people into PeopleAdmin while you are speaking with them. The "hire" button will trigger a list of requirements. Every person needs to apply to PeopleAdmin. They can build their profile with unofficial transcripts, but will need to provide official sealed transcripts.
- Discussion ensued regarding part-time faculty hours works and what do we do if there is a person in violation. Dr. Martinez has been reviewing the ACED Department's hour logs. At this time he does not have anyone that exceeds the average of 19 hours. The Committee would like to have Denise and Ernest come speak to them regarding this.
- Mrs. Kuhlmann reminded everyone that on September 12<sup>th</sup> every EPP program has a Data Use for Strategic Program Improvement due.
- Dr. Minor announced that Dr. Martinez is the interim department head for the ECSE department until they have someone hired in October.
- Dr. Martinez announced his retirement after this academic year 16-17.
- Dr. Sanderson advised everyone to please be on the lookout for KSPE curriculum/catalog changes. They are adding a minor.
- Dr. Myers-Jennings will have an emergency curriculum addition. Please be looking for this.

Without further business or announcements, said meeting adjourned at 11:50 a.m.

Respectfully submitted,  
Jessica Pippin