

**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**  
**EXECUTIVE COMMITTEE MEETING**  
**(09.14.17)**

**Attendance:** Barbara Radcliffe, Sonya Sanderson, Renee Whitmer, Leon Pate, Lynn Minor, Keith Waugh, Libba Willcox, Shirley Andrews, Kate Warner, Deborah Marciano, Doug Farwell, Linda Most, Natalie Kuhlmann, Mizanur Miah, Don Leech, Steve Downey, & Nicole Alemanne.

Meeting called to order by Dr. Minor at 8:31am.

**Approval of Minutes:** Dr. Most moved to accept the minutes from 08.24.17 with the addition of attendees and Mrs. Whitmer seconded. No one opposed, no one abstained, and said motion passed via consensus.

**Adjustment in P & T Schedule:** The committee made necessary adjustments to the COEHS promotion and tenure submission and review timeline. Submissions must be made on or before the listed deadline by the close of business.

- Department Tenure and Promotion Advisory Committee: Wednesday, September 20<sup>th</sup>.
- Department Heads: Tuesday, October 10<sup>th</sup>.
- College Tenure and Promotion Advisory Committee: Wednesday, November 1<sup>st</sup>.

**COEHS Revised P & T Guidelines:** Dr. Minor provided the committee members with the draft of our tenure and promotion guidelines, which included revisions and additions previously approved by the committee (Please see handout). With highlighting removed, the committee moved to add the document to our webpage at the point of Provost approval. Dr. Most moved to accept this decision and Dr. Radcliffe seconded. No one opposed, no one abstained, and said motion passed via consensus.

The committee discussed recommendations for future revisions that will be given to the task force. Discussion ensued regarding the advising (section 3.2) and impact on student achievement/performance (section 3.5) language. Revisions were made to these areas, including the addition of examples of evidence in each area. Language relaying that the listed pieces of evidence are only examples and are not intended to limit the response of the faculty member would also be added to section 3. Dr. Radcliffe moved to present these recommendations to the task force and Dr. Most seconded. No one opposed, no one abstained, and said motion passed via consensus.

**COEHS Strategic Planning:** The University Council Plus will hold its first meeting on September 25<sup>th</sup>. In this meeting, the council will work to formalize a university vision and develop 3-5 major strategic goals. Steve Downey and Nicole Alemanne, representatives from the University Council Plus, talked to the committee about our thoughts, concerns, and ideas regarding strategic planning for the COEHS and the university. The representatives will relay our recommendations to the council and provide us with updates.

**YSU Open House:** Campus will hold its open house on Saturday, October 14<sup>th</sup>. We will follow our previous format with the student panel and carousel. Please let Dr. Minor know which students and faculty members will represent your department by Friday, September 29<sup>th</sup>.

**Budget Planning Process:** Dr. Minor provided the committee with an email from Traycee Martin outlining the budget planning process for next year as well as instructions for recurring and one-time funding requests (Please see handouts). Discussion ensued. The committee agreed to reschedule its September 21<sup>st</sup> Department Heads' Council meeting in order to allow for further discussion and finalization of the budgeting process as necessary. The Department Heads' Council meeting will now follow our next Executive Committee meeting on September 28<sup>th</sup>.

**Deans' Council Updates:** Dr. Minor gave the committee updates following the latest Deans' Council meeting.

**Announcement:** If you have not already, please provide Dr. Minor with an updated list of who will be representing your department on the College T & P Committee.

Meeting adjourned at 11:27am.

Respectfully submitted,  
Katie Rowland