

**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**  
**EXECUTIVE COMMITTEE MEETING**  
**(11.9.17)**

**Attendance:** Libba Willcox, Corine Meyers-Jennings, Barbara Radcliffe, Lynn Minor, Renee Whitmer, Shirley Andrews, Sonya Sanderson, Leon Pate, Karen Rubin, Keith Waugh, Natalie Kuhlmann, Don Leech, Deborah Marciano, Doug Farwell, Ofelia Nikolova, Linda Most, & Kate Warner.

Meeting called to order by Dr. Minor at 8:30am.

**Approval of Minutes:** Dr. Pate moved to accept the minutes from 10.19.17 and Dr. Radcliffe seconded. No one opposed, no one abstained, and said motion passed via consensus.

**Curriculum Proposals:**

*CLT:* Dr. Pate presented updates to the catalog copy for M.Ed. in Instructional Technology P-12 Technology Applications Concentration. Discussion ensued regarding the minimum GPA language and revisions were recommended. Dr. Radcliffe motioned to pass this proposal with the recommended changes and Dr. Leech seconded. No one opposed, no one abstained, and said motion passed via consensus.

Dr. Pate motioned to amend the previous motion, adding that teaching certificate language should also be included in the catalog copy. Dr. Most seconded. No one opposed, no one abstained, and said motion passed via consensus.

*MCL:* Dr. Nikolova discussed changes to the catalog copy for M.A.T. ESOL as well as curriculum changes for M.A.T. ESOL and M.A.T. FLED. The names of the tracks were updated to be consistent with the graduate school. Discussion ensued regarding credit hours for required courses. Dr. Leech motioned to pass the proposals with revision of the credit hours and Dr. Pate seconded. No one opposed, no one abstained, and said motion passed via consensus.

*MSRD:* Dr. Radcliffe explained updates that were made to the catalog copy for M.Ed. Middle Grades Math and Science and M.Ed. Curriculum and Instruction in Accomplished Teaching, including admissions requirements and the addition of the teaching certificate requirement. Discussion ensued. Dr. Leech motioned to pass this proposal and Dr. Most seconded. No one opposed, no one abstained, and said motion passed via consensus.

**CPAAE:** Mrs. Kuhlmann provided the committee with several updates:

- Language was added to our admissions webpage to provide clarification regarding the GACE Program Admission Assessment requirement.
- There is a new restriction in TPMS and Mrs. Kuhlmann is unable to process any records with a 2.5 GPA or below. Mrs. Kuhlmann sent emails to program coordinators to please address the issue. Going forward, students with a GPA of 2.5 or below cannot be added.
- EdTPA pass rates will be reported to the federal government in the Title II report that is due in April. Our pass rate is currently 96%.
- All proficiency level assessments have been added to LiveText. Please have faculty complete these. LiveText will close the day after grades are due.
- There are proposed changes to the mother rule that address ambiguity of the admission criteria and exemptions language. The proposal can be viewed on the GaPSC website.
- Admission criteria submitted last month have not yet been approved by the Academic Committee. Spring candidates cannot be considered under the criteria until we receive approval.

**Clinical Experiences and Certification:** Mrs. Whitmer let the committee know that spreadsheets will soon be in the department files for sign off on clinical practice placements.

**COEHS Committees:** Dr. Leech passed out the latest committee rosters. Discussion ensued and additions were made. Dr. Radcliffe motioned to approve the committees as they stand so that work can begin, allowing further revisions to be made at a later date, and Mrs. Whitmer seconded. No one opposed, no one abstained, and said motion passed via consensus.

**Academic Maps:** Dr. Minor explained that academic maps will be taking on a new role for entering freshman and sophomores. Beginning in January, the maps will be used directly to prepare schedules for students. Discussion ensued. Dr. Minor asked that department heads work with their faculty to confirm that their programs' academic maps are accurate.

**Hiring Procedures:** Dr. Minor reported that the informal offer process is changing. We can no longer present an informal offer to a candidate without first receiving approval from the provost. We are still submitting spreadsheets for part-time and summer faculty to Academic Affairs. Submit these to Dr. Minor by the end of day Friday or early Monday.

**Recruitment:** Dr. Leech thanked committee members and their faculty for their help with Future Georgia Educators. Departments will be receiving a list of students he has had contact with at the recruiting events.

**Deans' Council Updates:** Dr. Minor provided the committee with several updates from the latest Deans' Council meeting:

- Please have faculty communicate with the bookstore about textbook adoptions. If students' financial aid is pending, they still have access to funds in their flex account and are able to purchase textbooks.
- Please use discretion and be reasonable with travel spending.
- If you have a waitlist of 12-15 students in one section, but have another with open seats, let students know that you will not be opening other sections as long as there are openings.
- As an institution, we are going to have eight or nine PCards available for grants. If you have grants in your department and feel like you need a PCard, let Dr. Minor know.
- Undergraduate online tuition differential is being looked over.
- Low producing programs will be submitting strategies in February.

**Announcement:** We will do a few curriculum proposals online as they are due on November 27<sup>th</sup>. Please send your proposals to Dr. Minor as soon as possible. If we need to have a meeting after this online work, we will meet on November 30<sup>th</sup>.

Meeting adjourned at 10:47am.

Respectfully submitted,

Katie Rowland