

**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**  
**EXECUTIVE COMMITTEE MEETING**  
**(12.01.16)**

**Attendance:** Randy Gladwin, Ofelia Nikolova, Vicky Soady, Corine Myers-Jennings, Sonya Sanderson, Lynn Minor, Kate Warner, Diane Holloman, Leon Pate, Shirley Andrews, Renee Whitmer, Linda Most, Lars Leader, Deborah Marciano, Doug Farwell, Don Leech

Meeting called to order by Dr. Minor at 8:32 a.m.

**Approval of 11.10.16 Minutes:** Dr. Pate moved to accept the minutes from 11.10.16 with minor changes and Dr. Most seconded. No one opposed, no one abstained and said motion passed via consensus.

**Curriculum Proposals:**

**FLED and ESOL Curriculum Proposals** - MAT in Education; concentration in ESOL and Foreign Language Education. The MAT FLED will be a replacement for their current undergraduate FLED program. Dr. Gladwin and Dr. Soady presented both of these new programs. Discussion ensued regarding field experiences, clinical practices and logistics of the programs. Dr. Pate moved to accept the proposals with changes and Dr. Most seconded. No one opposed, no one abstained and said motion passed via consensus.

**KSPE Curriculum Proposal** - Dr. Sanderson presented the KSPE Department's curriculum proposal. This change would request the student be a declared HPE major and/or obtain the permission of the Department Head before taking their 2010 or 2020 courses. These courses would allow the student to meet all faculty involved. Dr. Leech moved to accept the curriculum proposal and Dr. Pate seconded. No one opposed, no one abstained and said motion passed via consensus.

**CLT Curriculum Proposal** - Dr. Leader presented the CLT Department's proposal for a new course and curriculum change (please see handout provided). These requests would pertain to the M.Ed. in Instructional Technology Program. Changes were proposed and discussion ensued. Dr. Leech moved to accept the proposal with corrections and Dr. Martinez seconded. No one opposed, no one abstained and said motion passed via consensus.

**Clinical Experiences and Certification:** Mrs. Whitmer updated the committee of the progress of Clinical Practice placements. There are 22 students' placements remaining at this point. Once the CEC Office has all of the confirmations, they will put the charts in the v-drives for Department Head approvals and supervisors. We need these as quickly as possible.

Looking forward, they have tentatively set the date for the upcoming PACE 2017 workshop for June 6<sup>th</sup> at RESA. Please put this on your calendars. It will be the same set up as before. If you have any suggestions for topics for sessions and/or presenters, please forward them to Mrs. Whitmer.

Clinical Practice applications for Fall 2017 will be opened January 9<sup>th</sup>. This will close January 31<sup>st</sup> and the charts will be requested from Department Heads a week later.

**CPAAE:** Mrs. Kuhlmann presented data regarding assessment to each department individually. This semester seems to be an improvement from prior semesters. She also provided proficient level assessment updates for each department. She explained the layout of the spreadsheets for each set of data.

**COEHS Executive Committee Holiday Celebration:** Dr. Minor presented the COEHS Executive Committee with two options for their Holiday Celebration: Austin's or Kinderlou. The COEHS Executive Committee

Holiday Celebration will be at 5:00 p.m. on Monday, December 12<sup>th</sup> at Austin's Steakhouse. Please bring a white elephant gift.

**Dean's Council Update:** Dr. Minor reported the following to the Executive Committee:

- pCards are being reviewed across the campus. If your card has not expired, continue to use it. If it expires, they will not renew it.
- Governors Teaching Fellows - our institution only can select 2 nominees. If you want to nominate a faculty member, please let Dr. Minor know. This is a great program that targets mentorship and training. Dr. Minor will obtain and provide more information to committee members.
- The Testing Office needs to know dates for proctoring as soon as possible. They will no longer be able to staff last minute testing.
- Phil Allen came to the Dean's Council to discuss marketing. They are putting a university-wide, coordinated effort toward marketing. Discussion ensued. He will be coming to meet with our college soon.
- Tony Thomas came to the Dean's Council. Speakers who come to campus one time do not need to have a criminal background check, however the faculty member must be present at all times. If you are having a presenter coming to speak, the process is different.
- The bookstore representatives have asked to have a meeting with the COEHS. Dr. Minor has an updated list of required text book. If the system is the reason your faculty are not adopting (or not requiring) textbooks, please email Jennifer Crane and she will update the list for them.
- Dr. Minor received a lengthy spreadsheet of enrollment by faculty. Please go ahead and cancel courses that are not going to make before the students leave for the holidays. Please contact Dr. Minor as soon as possible with these courses.
- If you cancel an adjunct, please make sure Cassandra Ward, Jamae Flint and Patrick McElwain know of the cancellation.
- We are going to have to prioritize our offering of summer courses. You will need a justification for these courses.

**Centralized Advising:** Last summer, Dr. Minor met with Alicia Roberson in Centralized Advising. Our students have been incorrectly advised. Dr. Rubin has been instrumental in voicing concerns and providing data regarding how our students have been advised. We have been asked to participate in interviews for the hiring of a new Academic Advisor who will be assigned to the COEHS specifically. Discussion ensued.

**Schedule COEHS Department Heads Council Meeting in December:** Dr. Minor is going to invite Alicia Roberson. This meeting was scheduled for Wednesday, December 14<sup>th</sup> at 9:00. If you have agenda items, please send them to Dr. Minor.

**Announcements/Other:** (please see agenda)

- Please send Minor the number of faculty you will have attending graduation.
- Dr. Pate expressed that their department has two open labs. Because they are open labs and have no people monitoring them, issues have occurred. Some of these have pose a safety concern as well.
- Dr. Leech thanked all of those who were involved in the Future GA Educators Conference.

Meeting adjourned at 10:52 a.m.

Respectfully submitted,  
Jessica Pippin