

DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES
EXECUTIVE COMMITTEE MEETING
(4.11.2019)

Attendance: Dean Oliver, Don Leech, Barbara Radcliffe, Linda Most, Karen Rubin, Leon Pate, Shirley Andrews, Natalie Kuhlmann, Renee Whitmer, Keith Waugh, Deborah Marciano, Kate Warner, Alma Young, and Diane Holliman

Meeting called to order by Dr. Oliver at 9:30 am.

Approval of Minutes: The minutes from the previous meeting (March 28, 2019) were approved.

Scholarship selection for COEHS: Dr. Holliman updated the executive committee that the awards committee is almost complete with selecting the awardees. They anticipate being done with the selections today. The award ceremony is scheduled to take place on Tuesday, April 23rd at 6:00 pm in the Student Union Ballroom.

The executive committee discussed possibly trying to schedule the event next year on the Saturday of the graduation ceremony. The event would probably have to be condensed, and begin at 10:00 am. These changes are to assist with possible participation increase from students.

National Conference on Recruitment: Dr. Oliver distributed a packet of information providing detailed information about the upcoming National Conference that is scheduled to take place June 22 – 25, 2019 at the Hyatt Regency Dallas located in Dallas, TX. The targeted audience at this recruiting event are high school students. The committee discussed possibly considering the advertising opportunity (paying for an ad). Dr. Oliver asked the committee to review the information on the next few days and provide him with their feedback. The committee would like for Dr. Oliver to check, if USG participate with this event.

Presidential Teaching Award: Dr. Oliver asked the committee members to provide him with at least two faculty member nominees for the Presidential Teaching Award. The nominated faculty member has to have been a faculty member at VSU for at least four years. Dr. Kuhlmann will forward to the committee members the link for the nomination process.

Low enrollment courses Fall wait list: Dr. Oliver asked everyone to review their departments enrollment and wait list. Dr. Smith is willing to support additional courses by hiring adjuncts, if it looks like there is a need for additional courses.

Advisory Boards: The makeup for our college will change for the departments that will be making changes. Dr. Oliver would like a definitive answer about the boards within the next three to four weeks.

Summer savings electric savings: Dr. Oliver informed the committee that it has been suggested for faculty that are scheduled to have a course in the Dewar College of Education and Human Services building between 2:00 pm – 7:00 pm during the summer to consider relocating to a different building. In an effort to save on the cost of energy during the summer the temperature will be will be increased in some buildings between the hours of 2:00 pm – 7:00 pm.

Reorg: Dr. Kuhlmann distributed the college's organizational chart, programs by department listing, draft listing of full-time faculty and staff by department, and responsibilities of the Program Directors and Program Coordinators. Please inform Dr. Kuhlmann, if there are changes that need to be made to the Programs by Department list.

Dr. Oliver informed the committee that the provost isn't in agreement with the compensation for the coordinators, and the course release is out. He will continue to discuss the compensation with the provost.

The provost would like a clear description of the responsibilities of the Program Coordinator and the Program Director. Dr. Kuhlmann has that information prepared and ready to be submitted. The provost is asking that the reorganization changes go into effect by the new fiscal year. The executive committee suggested that all changes not go into effect until 2020, and the new fiscal year begin a year of transition period. Current salaries will not be effected during the transition period. The suggestion is to have four departments with two chairs (this includes the current leadership) for the next year. Both chairs will meet with faculty.

Psychology: The executive committee agreed to the psychology move being July 1, 2019. All other departments will be formalized by July 1, 2020.

Other:

Departmental size: The provost thinks that 39 people are too many for balancing. The committee suggested an alternative option is to move Library Media (seven people) to Advanced Teacher & Service.

Generic job description: Dr. Oliver suggested that a generic job description for the assistant department head be created.

Meeting adjourned 11:40 am

Respectfully submitted,

Melissa Nolley