

DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES
EXECUTIVE COMMITTEE MEETING
(7.11.2019)

Attendance: Dean Oliver, Kate Warner, Barbara Radcliffe, Leon Pate, Heather Kelley, Deb Marciano, Eugene Asola, Alma Young, Keith Waugh, Natalie Kuhlmann, and Ashleigh Stevens.

Meeting called to order by Dr. Oliver at 9:00 am.

Approval of Prior Minutes: The minutes of the June 20, 2019 meeting are approved.

Convocation event: The committee discussed last year's events. A handout of last year's event was distributed. Ms. Stevens and the Advising Department will organize the events for this year's convocation. The faculty will assist with the break out groups. Additional departments (CAMP and Literacy Center) will be asked to participate with this year's event. The convocation will be on August 17th, the Friday before school begins.

Fall Faculty Meeting Dates: Dr. Oliver confirmed the date of the faculty meeting will be on Tuesday, August 13th, from 12:00 pm – 4:00 pm. Our lunch will begin at 12:00 pm – 1:00 pm, and the meeting will begin at 1:00 pm.

New faculty luncheon: Dr. Oliver confirmed that the luncheon for new faculty will be on August 6th.

Administrative staff assignments: Dr. Oliver met with the administrative staff to discuss stream lining job responsibilities (i.e. travel, budgeting, part-time hiring, purchasing, etc.). He is planning a follow up meeting with them to finalize the decisions. A handout was distributed.

Staff Changes: Dr. Oliver announced that there will be a search conducted to fill the upcoming vacant position of the Graduate Academic Specialist.

Regents awards: Dr. Oliver distributed a handout that provides information about the Regents' Teaching Excellence Award for 2019. He would like for the department chairs to discuss with their faculty about nominating someone for the award. Nominations open on August 1, 2019 and close on November 1, 2019.

HSBA Building Classrooms: A handout was distributed. The executive committee ensued in a discussion.

Ad Hoc Committees: Dr. Warner opened up the discussion to the executive committee of the Ad Hoc Committee's recommendations for the COEHS Graduate Student Advisory Board. The membership should include a faculty member to assist with keeping things orderly. Dr. Most would like to ensure the online students are included with the process too.

A handout was distributed. There were some recommended revisions to the document. Dr. Warner will make the revisions after receiving feedback from everyone.

Honors & Scholarship Committee: Dr. Holliman has agreed to chair the committee for another year. She would prefer that the committee begin planning earlier for the event. The executive committee would like for last year's members to serve on the committee again, and the vacant areas will have to be filled.

Parking Lot Spaces for staff and faculty: The executive committee discussed the upcoming changes to parking lot spaces that will begin when school resumes for the 2019 fall semester. A handout was distributed to everyone.

Initial Teacher Prep & Services Department: Dr. Radcliffe asked the executive committee to revisit the name Initial Teacher Prep & Services Department. The committee agreed to the name Teacher Education.

Partnership Activities: Dr. Oliver reminded everyone to become more engaged with our partnership programs (ex. Southside Library after school program).

Other:

COEHS Building updates: Dr. Kuhlmann will be meeting with Plant Operations to discuss some updates to COEHS Building.

Magazine update: Dr. Kuhlmann would like to have a faculty member serve on the committee, and she would like for the departments to be sure that they provide her or her Grad Assistant with their department updates to be included within the magazine.

About Page: The About page has been updated. Web Services is working on updating the departmental web pages.

Next meeting topics:

- Syllabus template – Dr. Most
- Promotion & Tenure – Dr. Waugh

Meeting adjourned at 10:40 am

Respectfully submitted,

Melissa Nolley