

DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES
EXECUTIVE COMMITTEE MEETING

(2.22.18)

Attendance: Linda Most, Keith Waugh, Sonya Sanderson, Sandra Trowell, Barbara Radcliffe, Don Leech, Lynn Minor, Leon Pate, Shirley Andrews, Ofelia Nikolova, Kate Warner, Renee Whitmer, Natalie Kuhlmann, Corine Myers-Jennings, Bernard Oliver, Mizunar Miah, Karen Rubin, Doug Farwell, & Deborah Marciano.

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

Approval of Minutes: Dr. Radcliffe motioned to approve the minutes from 2.8.18 and Dr. Pate seconded. No one opposed, no one abstained, and said motion passed via consensus.

Meeting Process Changes: Dr. Oliver recommended that the committee change its curriculum proposal and minutes approval processes. Following the flow chart on our website, curriculum proposals will be sent to committee members with adequate time for review before the next meeting. Committee members will respond to the writers of the proposals and questions will be answered prior to the meeting. The meeting minutes will also be upload to the COEHS blog for review before the next meeting. These changes will allow for increased productivity.

Curriculum Proposals:

FLED/ESOL: Dr. Nikolova presented proposed revisions to the M.A.T. FLED and ESOL catalogue copies for completion requirements and admission. In the admission requirements, language regarding the minimum required GPA was revised and approved alternative pathways for admission were included. In the completion requirements, the department added that students must attempt edTPA, GACE content, and the ethics exit exam to graduate, but must earn passing scores to obtain their P-12 certification. Discussion ensued and recommendations were made by the committee. Dr. Radcliffe motioned to approve the proposals and Dr. Leech seconded. No one opposed, no one abstained, and said motion passed via consensus.

ACED: Dr. Waugh discussed course revisions and curriculum changes that mark the beginning of a streamlining process for the program. Dr. Waugh proposed to combine ACED 4680 and ACED 4690 to address redundancies between the two courses. The change would be a revision to ACED 4690 and titled, Instructional Methods and Materials in Adult and Career Education. The curriculum changes include the course merge as well as the proposal to move ACED 4560 from a required course to a guided elective. This move would increase the required credit hours for guided electives from 6 to 9 so that these courses can be customized to meet the individual interests and needs of the students. Dr. Leech motioned to approve the proposals and Dr. Radcliffe seconded. No one opposed, no one abstained, and said motion passed via consensus.

Momentum Year Initiative: Dr. Oliver let the committee know that the Provost will be speaking with department chairs about the Momentum Year Initiative at next week's monthly meeting. Dr. Oliver passed out a chart outlining focus areas within undergraduate degree majors. We need to identify COEHS courses within these focus areas for undecided students to take in the fall. Please send thoughts and directions about these courses to Dr. Oliver.

Course Scheduling: As the university is trying to expand course schedules beyond the traditional 10am-2pm timeslots, Dr. Oliver asked department chairs to identify courses within their programs that can be scheduled outside of this block.

Salary Structure & Hiring: Dr. Oliver will share the 16-17 faculty salary structure with department heads. This salary structure should be referenced when recommending a faculty search. Dr. Oliver asked department heads to use the CUPA salary as listed plus 2%. Also include the salary amount that was budgeted for the position last year. Discussion ensued.

Meeting adjourned at 9:22am.

Respectfully submitted,
Katie Rowland