**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**

**EXECUTIVE COMMITTEE MEETING**

**(10.10.2019)**

**Attendance:**Bernard Oliver, Kate Warner,Barbara Radcliffe, Heather Kelley, Eugene Asola, Keith Waugh, Natalie Kuhlmann, Renee Whitmer, Alma Young, James Archibald, Ashleigh Stevens, Leon Pate, Corine Myers-Jennings, Becky da Cruz, and Tracy Burch.

**Approval of Prior Minutes: T**he minutes for 9/19/19 are approved.

**Brooks County AVID Program:** Dr. Warner reminded everyone that we still are in need of volunteers for this partnership. Dr. Oliver encouraged everyone to get more involved in community partnerships like this.

**New Faculty Videos:** Dr. Warner sent out sample videos to the chairs so they can share with their new faculty. She asked if they would encourage them to participate with the videos. Discussion ensued of how this could also be used across the campus as promotion for their programs.

**COEHS P&T Committee:** Dr. Warner will meet with Dr. Oliver to make appointments and will notify those selected.

**Graduate Programs in Brunswick:** Dr. Oliver wants the chairs to be creating lists of what programs we could add to this area. He wants both online and face-to-face courses. He will follow up in a few weeks to get those ideas so that he can present the ideas to the Provost.

**Summer Revenue Sharing:** Dr. Oliver announced that all summer revenue will no longer return to the department, but will be given to the Dean of the college. The Dean will then have the task of making the decision on how this money is spent.

**Graduate School Updates:** Dr. da Cruz gave the following updates from the Graduate School:

* + **Graduate online application**: The new system is still being tested and IT is working on getting this operational by Spring 2020.
  + **Graduate Assistant Module:** The committee met on10-9-19. The departmental number of graduate assistants funded by the Graduate School will stay the same for 1 year. After that they will be assessed for the need of each position in the departments. This does not include those funded by GOML. The hiring portal is in need of updating and she will address this with her department and IT. They are working on better communications between the Graduate School, supervisors, and students.
  + **Programing Off-Site:** Brunswick, Moody, and Camden need better recruiting efforts. She asked for the chairs to send her ideas of program we could offer in these areas. Graduate programs are needed. This is still a work in progress, but hopeful that something could be ready by Summer or Fall 2020.
  + **Military Programs:** Green Zone Training for faculty and staff will be available soon. It offers the opportunity for them to learn about higher education experiences for a student in the military. Natalie mentioned that we are collaborating with the Professional Standards Commission on their Troops to Teachers program, which is for military personnel interested in becoming a teacher in Georgia. Renee then explained the program to Dr. da Cruz and committee members.
  + **Continuing Education Name Change:** They have changed their name to Office of Professional and Community Education (PACE). One of the training types they offer is teacher recertification. Renee asked if they are following the newly updated renewal changes and she described these changes. Dr. Oliver requested that the PACE office collaborate more with the COEHS to offer these recertifications. Natalie described some of the events offered in the college to collaborate with local schools and districts on professional development/learning.
  + Natalie asked Dr. da Cruz whether there were any IRB updates. She also asked if it was possible to stop submitting course rosters to OSPRA since OSPRA has access to this information in Banner. Dr. da Cruz said there was not any IRB changes or updates. She also said that she does not believe Banner rosters are needed anymore but will check with OSPRA to be sure.

**Administrative Reassign Time:** Dr. Oliver asked the chairs to send a listing of reassign time for faculty. He will present to the Provost next week. Discussion ensued.

**Promotion for Non-Tenured Track:** Dr. Oliver announced that non-tenured track faculty will not be eligible for Promotion. Discussion ensued.

**Reorganization:**  Dr. Oliver asked the chairs if the decision for 3 departments was still the route we intend to go with the reorganization. Natalie will update the organizational chart and resend to the chairs. Discussion ensued.

**Reorganization Presentations by Employee and Organizational Development**: Dr. Oliver will set up a time to meet with someone from Employee and Organizational Development to discuss a training session on organizational change.

**Graduate Assistantship Allocation Committee:** Dr. Archibald is a member of this committee and wanted to give an update from the last meeting. The committee will be sending a needs assessment survey to each graduate assistant and their supervisor soon. This will help to determine the need of each position within the department. Changes implemented in the graduate assistant numbers will take place FY 2021.

**Truly Advanced Education Programs Update:** Dr. Kuhlmann passed out an Advanced Education Programs Update. She asked the chairs to please share this with their faculty. She asked that program faculty meet to discuss how these changes could be used to improve their program curriculum and enrollment. She also announced that the Georgia Professional Standards Commission (PSC) is experiencing some budget cuts. The PSC will no longer require providers to submit data on advanced programs in their enrollment system and will discontinue the Preparation Provider Annual Report.

**Clinical Experiences and Admission Requirements Reminders:** Dr. Kuhlmann reminded everyone about the need to immediately notify Renee about any necessary school placement changes, including mentor, candidate, or supervisor changes. This is a major issue with the PSC. Any change requests must be approved by Renee’s office before the placement changes take place. Discussion ensued.

**Other:**

**Dissertation Firm:** Dr. Oliver has been contacted by a firm and he would like to bring them in to meet with the chairs. He passed around the email with more information about their services.

**Udemy:** Dr. Oliver would like to have a representative to come give more information of their services. They offer students access to 21st century skills by offering online courses and certificates.

**Meeting adjourned at 12:55 pm**

Respectfully submitted,

Tracy Burch