**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**

**EXECUTIVE COMMITTEE MEETING**

**(8.1.2019)**

**Attendance:**Dean Oliver, Kate Warner,Barbara Radcliffe, Leon Pate, Heather Kelley, Eugene Asola, Keith Waugh, Natalie Kuhlmann, Renee Whitmer, Linda Most, Debra Marciano, Corine Myers-Jennings, Alma Young, and Tracy Burch

**Approval of Prior Minutes:** The minutes of the July 25, 2019 are approved.

**Personnel Changes:** Dr. Kuhlmann distributed job descriptions for two newly opening positions (Marci Marshall and Michael Kitchens) Discussion of possible changes to both positions and the filling of these positions. Decision on Kitchen’s position: To leave this position online for Fall 19 only with no face to face meetings. To be covered by Dr. Kuhlmann and her GA. Decision on Marshall’s position: Dr. Radcliffe will cover this work until the position is filled.

**New Student Convocation:** Dr. Warner distributed a draft of the COEHS New Student Convocation Agenda. The starting time on the agenda was changed to 10:30am and the remaining agenda was approved by all. Dr. Warner will send the agenda to all Department Heads who will send to their faculty.

**Other:**

**Fall Opening Meetings:** Dr. Oliver will send the Department Heads the updated Opening of the University agenda. He also reminded everyone of the COEHS Opening meeting on August 13th 12 pm -4 pm.

Lunch from 12 pm – 1pm with the Provost opening and then turning the meeting over to Dr. Oliver.

**Faculty Representatives for the COEHS Executive Meetings:** Dr. Marciano mentioned that her time serving on the committee was coming to an end and that Dr. Holliman would need to be replaced. A discussion ensued on the process of replacing the two and who should take the task on. Decision: Dr. Warner will conduct the elections.

**Faculty Contract Dates:** Dr. Waugh asked what the actual start date for faculty is. Discussion ensued.

**Workload Policy:** Dr. Oliver refereed to Dr. Waugh’s Workload Calculation Document that was distributed at last week’s meeting. He asked that the Department Heads to make the decisions regarding their plan.

**CAMP Newsletter:** Alma announced the CAMP Newsletter is now available for anyone who is interested.

**Centralized Printing:** Dr. Myers-Jennings requested more information on the centralized printing that IT has proposed. Discussion Ensued.

**Executive Meeting Handouts**: Dr. Most was absent from last week’s meeting and asked if a copy of the handouts could be attached to the meeting minutes. Everyone agreed.

Meeting adjourned at 11:15 am

Respectfully submitted,

Tracy Burch