**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**   
**DEPARTMENT HEAD EXECUTIVE COUNCIL MEETING**

**(1.7.2021)**

**Attendance:** Karla Hull, Kate Warner,Debbie Paine, Heather Kelley, Eugene Asola, Keith Waugh, Natalie Kuhlmann, Linda Most, Ashleigh Stevens, James Archibald, Steve Downey, Corine Myers-Jennings, Doug Jordon, Sonja Jenkins and Tracy Burch.

**Budget Excel:** Dr. Hull asked the chairs to submit to her their budget needs for FY 2022. They are due to her by January 10, 2021.

**VSU Spring Enrollment:** Dr. Hull gave an update: COEHS enrollment is up 4% from last Spring. She asked the chairs to keep a watch on low enrolled courses and waitlists.

**COVID & Spring 2021 Updates:** Dr. Hull stated that students would not have a full week for spring break. VSU will be giving 5 Wellness days throughout the semester. On these days there is to be no assignments due. She asked the chairs stress this to all faculty and to make sure it is upheld. COVID Vaccine will be available at VSU soon. Dr. Hull asked the chairs to stress to their faculty to be responsive to all student in a timely manner.

Faculty Search Updates: Dr. Hull asked the chairs for updates on open position postings: Discussion ensued. Chairs stated that they are getting applications but some are not qualified. Dr. Hull asked the chairs to make sure that all candidates are given the same interview process. All teaching positions must show evidence and a demonstration of teaching capability.

**Music Online Proposal**: Dr. Hull asked if the committee if they had objections to Music MAT proposal to go to an online status. Discussion ensued. Result: No objections from the committee.

**Honors Society:** Dr. Hull will send an email today to chairs asking for recommendations for the Honors Society Committee.

**Presidential Excellence Awards**: Dr. Hull asked for nominations to be submitted by mid-February. The winners of last year’s college level awards will be nominated for these awards as well as new nominations. Discussion ensued.

**MLIS/Teacher Education Updates**: Dr. Most: MLIS was granted a 1-year deferral of the self-study that was due in June 2021. Dr. Kuhlmann: Teacher Education sub standards were due in December 2020. 2nd level reviews of those standards were submitted. Discussion ensued.

**Announcements from Dr. Hull:**  
Compliance Training must be completed in a timely manner.  
Annual Faculty Evaluations Timeline: link was provided to chairs.

SACS will be at VSU on March 9 -11, 2021. All chairs must be on campus these days.

DocuSign: Dr Warner asked if the chairs and administrative assistance would like to participate in a virtual DocuSign training. She asked for names of those interested to be sent to Tracy.

**Meeting adjourned at 11:20 am**

Respectfully submitted,

Tracy Burch