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

**(6.2.2022)**

**Attendance:**Kate Warner, Debbie Paine, Linda Most, Steve Downey, Eling Hsiao, Doug Jordan, Natalie Kuhlmann Sonja Jenkins and Tracy Burch.

**Mentoring Freshmen:** Dr. Warner stated that Dr. Smith would like to have a faculty mentor for each undergraduate freshman on campus. Discussion ensued.  
**IT Transitions:** Dr. Warner reminded the chairs that Doug Jordan started his new position on 6-1-22. She mentioned that Dean Slykhuis would like to be included on the search committee for Doug’s replacement. Doug stated that the student assistant assigned to his position here at the COEHS would still be available to us, however would be housed in Pine Hall. Discussion ensued.

**Summer Payroll Agreements:** Dr. Warner asked the chairs how well they felt about the DocuSign process for getting the contracts completed. Discussion ensued. Everyone felt it went smoothly.

**PES Update:** Dr. Kuhlmann announced that the PES will be hosting the upcoming PACE event. She will send out an email to remind everyone. Special Education enrollment has been low and she spoke to the PSC about dropping the 15-hour content requirements to assist gaining new students. The PSC agreed. Discussion ensued.

**Faculty Excellence Awards:** Dr. Warner displayed the nominee’s Vitas on the monitor and discussion ensued about the Service and Online Teaching Awards. The committee decided on the 2 winners.

**Updates:**

**Recruiting Videos:** Dr. Warner played the completed Teacher Education, IO and Sullivan Scholar videos and discussion ensued.

**Meeting adjourned at 12:15pm**

Respectfully submitted,

Tracy Burch