

**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**  
**DEPARTMENT HEAD COMMITTEE MEETING**  
**(02.18.2016)**

**Attendance:** Corine Myers-Jennings, Mike Griffin, Kate Warner, Leon Pate, Lynn Minor, Linda Most, Don Leech, Mizanur Miah, Ray Martinez

Meeting called to order by Dr. Minor at 8:33.

**Approval of 12-14-15 Minutes:** Dr. Warner moved to accept the minutes from 12.14.15 with minor corrections, Dr. Pate seconded. No one abstained, no one opposed and said motion passed via consensus.

**End of Year Funding Requests:** Dr. Minor provided the committee members with a list of funding requests. (Please see handout.) Each Department Head went through and gave an explanation for their requested funds. Discussion ensued regarding requested items. The committee then prioritized the items and discussed which items the COEHS would be able to purchase and with what accounts. Discussion regarding departmental budgeting ensued as well.

**EDUC 2110, 2120, 2130 Field Experience:** Dr. Minor discussed field experiences for EDUC 2110, 2120, 2130. The decision was made to have all students complete their 10 hours of observation needed outside the public school systems.

**Open House:** Dr. Minor and Dr. Leech reminded the committee that Open House is on April 2nd. The Office of Admissions is going to make changes in the overall schedule. In the past, we have done the carousal after the panel and will continue to do this. The tours were a huge success. There is going to be a shift in the way things are done in the afternoon session. Departments will have a second opportunity to participate in the academic carousal independent from the COEHS. The morning session will occur as planned.

**Graduation:**

- Dr. Minor informed the committee that VSU is actually ordering a small gift for every student in every college on campus. If we wanted to give something in addition, we are more than welcome but it is not necessary.
- Dr. Minor reminded the committee of the need to have good representation at each graduation ceremony. The expectation for faculty to attend all three ceremonies needs to be stated. Therefore, please remind faculty this day is going to be recognized as a work day. Discussion ensued regarding graduation schedules. The decision was made for all faculty members to attend all three ceremonies for the COEHS students. It will not matter whether a specific faculty member teaches only graduate level students or only undergraduate level students. Attendance at all three ceremonies is required. We are going to do an RSVP for lunch and dinner for faculty members.
- Dr. Minor posed the idea of handing out cardboard fans with COEHS information on both sides. This could be used as advertising as well. All were in agreement this would be a great idea.

**Deans Council Update:** Dr. Minor provided an update from the Dean's Council Meeting to the committee.

- Denise Bogart with HR talked to the Deans about counseling letters and reprimands for faculty. The Department Heads will need to discuss any of these disciplinary issues with their Dean before giving out these types of letters.
- Please make sure that we monitor the Affordable Care Act with regards to faculty. Discussion ensued. The chart used is based on the standard 16 week activities.

- Each Dean was told every faculty member needs to be in the system prior to beginning their start date. Dr. Minor respectfully requested that the process be readdressed regarding adjunct faculty. Discussion ensued.
- Merit pay has not been voted on and approved yet. They say that the university will probably not be adding money. It is the for the 2015 calendar year.
- Discussion regarding the gateway to completion ensued. The COEHS is participating with math. This is for high percentages of Ds, Fs, and Withdraws.
- There is a new committee, university wide, for the faculty evaluation model. Steve Downey has been recommended by Sharon Gravett to represent the COEHS.
- The review of the innovation grants ends on February 29th.

**Other:** Dr. Minor discussed our CAEP accreditation progress. We had a face-to-face meeting with Bob Michael. We are still in conversation with GaPSC regarding our feelings of not having a proper peer review. The Provosts are meeting today and it will come back to the Deans. Our report is due April 15th.

**Announcements:** Please see agenda for additional announcements.

- March 1<sup>st</sup> will be an on-campus Graduate School forum. The COEHS does not have a table at this; therefore, it will be up to each department to participate if desired. Undergrad students that attend will get a \$35.00 fee waiver for their applications.
- Please send your three successes to Dr. Minor by February 26th.
- Dr. Warner announced her department is piloting a program with the grad department. This program will aim to make contact with students more effectively.
- There will be no executive meeting next week.

Meeting adjourned at 10:40.

Respectfully submitted,  
Jessica Pippin