

DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES
DEPARTMENT HEAD COMMITTEE MEETING
(07.30.15)

Attendance: Kate Warner, Linda Most, Corine Myers-Jennings, Janet Foster, Jamie Bird, Don Leech, Lynn Minor, Leon Pate, Natalie Kuhlmann, Mizanur Miah

Meeting called to order by Dr. Minor at 8:34 a.m.

Dean's Updates: Dr. Foster is interim Department Head for ECED/ECSE. Dr. Backes is interim Department Head for ACED. The COEHS has merged psychology and counseling with marriage and family therapy. Dr. Warner is the Department Head for this.

2015-16 COEHS Goals: Dr. Leech would like each department to revisit their mission and make sure that their goals are aligned with our mission of the COEHS. Please send your department's goals to Dr. Minor. The COEHS usually share goals during the August 11th meeting and Dr. Minor would like to share more than just her own goals.

Dr. Pate's program goals are very focused for his department, but they were intentional in aligning them with the mission. Dr. Most's program goals are pretty stable and really are not changing. However, their year goals are ever changing.

Planning for Tuesday, August 11th: The COEHS is scheduled to have both the President and Provost to come to our meeting scheduled for August 11th. We often take the time to provide professional development (or something of that nature) to help the faculty to get off on the right foot. The meeting will be in Jennett Hall and lunch will be provided from Smokin' Pig. The possibility of having Michael Black come and speak to the COEHS regarding CPR was suggested. Dr. Miah suggested setting the tone for the year; bring faculty up to date in where we have been, where we are now and where we are going, along with the updated changes. Dr. Pate suggested discussing expectations on what they are looking at for this upcoming year. Dr. Leech suggested having a program coordinators meeting this same day. Dr. Miah suggested having the President and Provost discuss their missions and their expectations. Dr. Pate suggested after meetings, having the departments go back and discuss goals and plans within their departments. Dr. Minor suggested a discussion regarding assessments and how to build rubrics.

The committee agreed to have a program coordinators meeting as well as a meeting with Michael Black regarding CPR. We will have a meet and greet for new faculty - almost like a mentoring project.

Field Experience Update: Mrs. Kuhlmann stated the Field Experience Model worked well last semester so we will continue using it. Mrs. Bird updated the committee regarding the Office of Field Experiences and Clinical Practice. Right now is our busy time. There have been a number of administration changes within the city and county schools. Please remember August 10th is due date for electronic sign-offs for Department Heads. The FECF Fall Orientation is August 14th at 9:00 in Jennett Hall. All students have been notified of the orientation. There will also be a debriefing for VSU supervisors that same day.

Executive Forum: Mrs. Kuhlmann has overseen the process of constructing a forum for curriculum changes. She suggested the forum as a way to discuss and vote on any type of curriculum changes. This would take place of the discussion we would have face-to-face. Please do not just check it for spelling errors. This will also be the place for meeting minutes to be voted. Discussion ensued.

Dr. Leech made a recommendation to adjust the process for the use of the forum. The decision was made to post on the forum, host discussion in the face-to-face meeting, and vote in the face-to-face meeting.

Supervisor Applications: Mrs. Kuhlmann reported most supervisors already completed their applications. This information is needed for CAEP. Dr. Minor stated this is to replace the process in which you would receive an email

from Renee Whitmer in the past. Mrs. Kuhlmann demonstrated how to get to the application. She also demonstrated how to access the information through the V-Drive. Discussion ensued regarding the application process.

****Department Head Meeting went into a closed session. The follow topics were discussed per the agenda:****

Tenure and Promotion Calendar, Budget Constraints, Part-time Faculty, Graduate Assistants, Committees, Comprehensive Program Review.

Respectfully submitted,
Jessica Pippin