

**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**  
**DEPARTMENT HEAD COMMITTEE MEETING**  
**(10.29.15)**

**Attendance:** Mizanur Miah, Linda Most, Janet Foster, Barbie Radcliffe, Don Leech, Lynn Minor, Mike Griffin, Kate Warner, Leon Pate, Charles Backes

Meeting called to order by Dr. Minor at 8:38 am.

**Approval of Minutes for 10/15/15:** Dr. Pate moved to approve minutes from both 10.15.15 and 07.30.15 with corrections, Dr. Leech seconded. No one opposed, no one abstained and said motion passed via consensus.

**Project Innovation Grants:** Dr. Minor informed the committee of applications being available in November. If there are some that are similar, we may have a chance to collaborate. This is not for ongoing personnel, or anything with service agreements. The Innovation grant is a one-time grant.

- Dr. Foster presented the need for the Early Childhood/Special Education Department to engage students at the freshman and sophomore levels. The ECSE Department is looking at strategies to stay in touch with them by having a Facebook page, a list serve created, or social once a semester. They are looking at retention of their students. Discussion ensued. A "bogo" type discount was suggested for students who "bring a friend" on either their tuition or application fee.
- Dr. Warner presented the Psychology, Counseling and Family Therapy's initiative of targeting students who are in some type of recovery. With their project innovation grant, these students would have a place to have a recovery lifestyle here on campus.
- The idea of creating spaces that engage students was suggested. This would include white board spaces, glass writing surfaces, etc. for students

Discussion ensued regarding the logistics of the innovation grants. The social aspect of the college lifestyle is what seems to be missing from VSU. Retention seems to be the biggest topic for innovation grants. I.e. "How can you use these types of grants to retain your students?"

**P&T Appeal Policy:** Dr. Minor reported the Dean's Council has recommended that we stay with our previous college level Promotion and Tenure Policy. Dr. Warner moved to bring the COEHS P&T Appeal Policy into compliance with attorney recommendation of final recommendation being at the university level, along with omitting the department level policy within the COEHS policy. Dr. Pate seconded said motion. Discussion ensued. No one opposed, no one abstained and said motion passed via consensus.

**Renaming OFECP:** Dr. Minor informed the committee of the merger of the Office of Certification and the Office of Field Experiences and Clinical Practice. The recommendation was made to rename the office: Office of Clinical Experiences and Certification.

**Dean's Council Update:** Dr. Minor presented the committee with an update from the Dean's Council meeting. Areas discussed are as follows:

- Please keep in mind, release time has been a topic of discussion.
- Adjuncts - for fall, we had to reduce some faculty and that does not mean you are going to fill in with more adjuncts that you had before.
- 2 year limited term – Dr. Minor reminded the committee a 2 year term faculty is intended to be a short-term measure for when you lose a faculty member. These positions are supposed to be limited to two years.

- We will have faculty excellence awards this year and are now more in line with USG awards. These will be presented during Convocation.

**CAEP Update:** Dr. Minor announced at this time, there is no update from CAEP. We have not heard anything since Friday (10.23.15). We are still in conversation with CAEP. Discussion ensued.

**Other:** Please see the agenda for announcements.

- Please remember to check your clutter email. This is a new feature and can be turned off if necessary.
- Curriculum changes to Dr. Minor as quickly as possible to be voted on in Executive Meeting on November 12th.

Meeting adjourned at 10:42 am.

Respectfully submitted,  
Jessica Pippin