

DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES
DEPARTMENT HEAD MEETING
(12/14/15)

Attendance: Mike Griffin, Barbara Radcliffe, Janet Foster, Linda most, Charles Backes, Kate Warner, Lynn Minor, Anthony Scheffler, Corine Myers-Jennings, Meg Giddings, Jared Murray, Don Leech

Meeting called to order by Dr. Minor at 1:00 p.m.

E-Learning – Dr. Minor introduced Meg Giddings and Jared Murray from E-Learning. Meg began the meeting explaining some e-learning and e-major changes. She asked for feedback as to what was needed from their department to make things easier. They have had open forums with little attendance from the different colleges. It was suggested that they hold open forums in each of the colleges to make it easier for attendance. Recommended dates and times will be emailed to them for scheduling. Linda Most stated that a “point person” for each program is needed – a person in E-learning that they can talk to about their programs. Mike Griffin complimented the staff of E-learning for all of their hard work. He stated that one issue their department had was with video viewing software - issues of it not working when trying to upload videos. Lynn Minor reiterated the importance of security for these sites. Bottom line – E-learning would like to be “partners” with colleges and not just “help to desk”. Discussions ensued.

Approval of Meeting Minutes: The minutes from 10.29.15 were reviewed. Most moved to accept these minutes with changes and Myers-Jennings seconded. No one abstained and said motion passed via consensus with minor changes.

Project Innovation Grants: Dr. Minor asked for proposals for Project Innovation Grants:

DEFINITE	POSSIBILITIES
Middle Grades – STEM	ACED – Gulf South Conference
Psychology – BA/BS – Online Option	COMD – Dual Enrollment (Recruitment – Undergrad)
Counseling Center – Recovery Community (2/3 grants) (Addiction – Minor)	Partnerships w/Other Schools for Transfer
ECED – Recruitment/Retention (Freshmen/Soph)	Open Houses for Graduate Programs to recruit Freshmen/Sophomores

Kate Warner suggested forming an AD HOC Committee or Task Force regarding proposals – program coordinators or Department heads? Discussion ensued.

Advising – Dr. Minor asked for feedback as to COHES Advising – working well? Not working?

WORKING WELL	WHAT TO DO BETTER
Warming, encouraging, comprehensive	Weak hand-off to different levels of advising
Stay up to date	Communication about transitions
Accessibility	Feedback when students change majors
Faculty free to do other things	COEHS – needs students from all depts.
Orientations	Program specific advisors
Department Group Advising	Need to help students recognize areas of weakness/strength
Low # of students misadvised	Communicate with students earlier
Personalization	Follow curriculum map
	Centralized Advising do some group advising
	Faculty contacts for each program
	Come meet the faculty sessions
	AD Hoc Committee in COEHS
	More linkage with Career Services
	Use social media
	General Education degree that doesn't lead to certification
	Don't hesitate to call Department Heads
	How do you get updated programs of study (Centralized Advising
	Advisor evaluations need to be reinstated

Discussion ensued as to how to improve: 2 meetings – Education prep/Human Services.

College-Wide Meeting – Dr. Minor ask for suggestions as to agenda for College-Wide (COEHS) faculty meeting for spring semester. The following suggestions were made:

- *3 successes from department for fall 2015 semester – share worthy
- *CAEP update
- *Encouragement for fiscal year
- *De-stress – encouraging self-care

Dr. Minor asked for all suggestions to be emailed to her by January 4th. Meeting scheduled for January 6th.

Dean's Council Update – Dr. Minor gave an update from the Dean's Council meeting. Working on developing a direct path core (streamlined for students as to a timeline directly from core to graduation). It was noted that Dr. Gerber is bringing in experts for advising. Corey Gordon will be on campus on 1/27 & 1/28 – workshops for success coaches. Deans and department heads are scheduled to meet with her. Spring enrollment down for undergraduate and graduate programs. Numbers still being determined. Reassign time policy is being reviewed and revised. Will go to the president for final signatures. Dr. Minor encouraged everyone to

determine their hiring priorities. Discussions ensued as to whether 2 year limited term can reapply.

Dr. Minor reminded everyone of the supervisor trainings scheduled for Tuesday, Wednesday and Thursday.

Beverly Mitchell will be on campus in the spring to work with ECSE regarding #s for enrollment trends, report on study of programs and hosting Assessment workshop.

A position has been posted for an Early Childhood Education Department Head.

TPMS – Claiming Enrollment/Cert. – Natalie sent out request last week regarding students that need to claim enrollment in order to be certified. All undergraduates are okay; however, graduate students need to claim enrollment. Discussion ensued as to how to make this a requirement. Suggestions included adding it to 5999 as a requirement. It was recommended that departments email all students encouraging them to claim enrollment as it is now a requirement of the PSC. Renee will send out draft email to the departments who will then in turn determine who gets the email.

Clinical Practice Supervisor Orientation – Dr. Minor asked for suggestions as to the Supervisor Orientation that is normally handled by the Director of the Field Experiences and Certification office. Since Renee is Director of the FEC, she is unable to be in different orientations at the same time. Dr. Foster suggested that supervisor orientation be handled by individual departments. Discussion ensued and it was determined there will be no “college-wide” supervisor meeting at early orientation on January 8th. It will be handled by individual departments.

Other – Please see agenda for other announcements and dates.

Meeting adjourned at 5:00 p.m.

Respectfully submitted,
Becky Wetherington