**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**

**EXECUTIVE MEETING**

**(07/17/14)**

**Attendance**: Barbie Radcliffe, Reynaldo Martinez, Brian Gerber, Mike Griffin, Don Leech, Lynn Minor, Leon Pate, Larry Hilgert, Kate Warner, Mimi McGahee, Festus Obiakor, Corine Meyers-Jennings, Mizanur Miah, Linda Most, Natalie Kuhlmann, Elizabeth Omiteru, Sandy Trowell, Jack Rainer, and Michael Schmidt

Meeting called to order by Dr. Leech and Dr. Scheffler at 8:33 a.m.

**Approval of Minutes**: After reviewing the minutes from 06.12.14, Dr. Pate moved to accept the minutes. Dr. Obiakor seconded. No one abstained and said motion passed via consensus.

**Welcome New Department**: Dr. Leech welcomed the Library Media and Information Studies Department into the COEHS. Dr. Linda Most is the interim Department Head. They have moved over to the COEHS from the library.

**CAEP update**: We have two initiatives going at the moment. The COEHS is working to meet the standards of CAEP and PSC at the same time. Dr. Scheffler, Dr. Minor and Mrs. Kuhlmann are heading the COEHS’ movement toward these reviews. Dr. Minor shared that technology is one of the main running themes. CAEP is going to look at how we are preparing our students to use technology in their own professional development. Faculty does not need to simply use technology to communicate, but show students how they are going to use it to seek ways for them to grow. We need to have evidence of how we are doing this. Dr. Minor is going to email the members of the Executive Committee the standards, concentrating on the technology element of the standard. Dr. Scheffler suggested each department be very selective in their evidence. Maybe we need to do less and do it better instead of throwing so much information at them. Discussion ensued regarding CAEP.

**State of PRS**: Each department only addresses standard 1 and standard 6 for the PSC. You will not have to do standard one if you are nationally recognized. Discussion has ensued regarding PSC. The PRS is due to the PSC by October 1st.

**Council of Program Coordinators**: different workshops for different coordinators. Workshop for initial teacher coordinators for this coming Monday (21st). The council of coordinators will take on the “assessment committee” role. July 30th workshop for advanced program coordinators. PRS to be completed 8-29th, and 8-20th for data use for program approval. Self-study due 9-21 and PRS to PSC on 10-1. We want to have enough time to submit what we are calling our final draft to our consultant and then to the provost before we submit to CAEP. Tuesdays from 4-5 in the Fall and Tuesdays 4-5 in the Spring. Keep every Tuesday meet regularly the second and fourth weeks. May meet outside of those. Program Coordinators will have their kick off meeting at 8:30 on August 14th.

**Mission Statement**: Dr. Scheffler expressed his gratitude to those who have provided feedback to him regarding the mission statement. Dr. Obiakor moved to accept the revised mission statement and Dr. Martinez seconded. No one abstained and said motion passed by consensus.

**COEHS Policies and Procedures**: Dr. Leech sent an “annotated” copy of the revised policies and procedures. He has made the changes the Committee Members have suggested and will send it back out once finalized.

**CPAAE Update**: Mrs. Kuhlmann is the new director of CPAAE office. She advised of Mark Mohrfeld joining their team. He will be their Programmer Analyst.

**OFECP Updates**:

* Mrs. Bird announced Fall Orientation for Clinical Practice will be held on August 15th with their placements beginning on August 18th.
* We piloted the TCKES and will continue to work with Dr. Natalie Wright.
* edTPA- we are getting ready for our pilot year. The edTPA Advisory Committee has been working on a D2L site items that are specific to our Georgia. The D2L site will always be updated. All of the handbooks are being “refreshed” and should be available by September.
* Dr. Leech stated that the COEHS as a whole needs to make sure that everything runs through the FECP office. This office will provide as much or as little assistance as the program needs.

**Advising Center Updates**: Ms. McGahee stated their office is moving forward with getting students through their office as quickly as possible. However, she did remind all members to please remind students were the Advising Office is and that they are welcome to come at any time.

**Announcements**:

* COEHS Professional Development Day is August 12th. Hold this entire date.
* Scheffler announced that Dr. Minor has been selected to be on the panel for GAPSC on a national level. They only chose 9 from the entire state.
* We had a CAEL Workshop on campus yesterday (07.16.14). These committee members will be with us for a while.
* Several members of committee members raised questions regarding temporary faculty members. Questions arose specifically regarding when they would find out about hiring their temporary faculty members, how they need to schedule their class loads, and whether or not they should look for adjunct professors. Dr. Leech and Dr. Scheffler advised that as soon as they have more information they will forward it immediately as the beginning of Fall semester is quickly approaching.

Meeting adjourned at approximately 10:40 a.m.

Respectfully submitted,

Jessica Pippin