

**COEHS Transitions Committee Meeting
Thursday July 10, 2014
Clock Tower Conference Room, Biology Building**

Absent: Meagan Smetna, Tressa Ross

The committee reviewed the agenda as well as summer meeting dates.

The group reviewed the bio of Dr. Walter Gmelch. He will serve as a consultant to assist the transition of the new college.

Overview of College of Education budget by Tami Dandeneau:

Tami does not manage the individual department budgets but do watch at the college level. She explained that she is the only one who can view faculty/staff/student worker lines in Banner. She offered to assist with reviewing these expenses. She monitors all monetary paperwork for the college. She reviews all PA forms and out of state travel. She acts as liaison for HR and accounting. Cathy Bazar will be handling all scheduling of classrooms. Tami handles the expenditures for summer school.

KATE - Robert Lyons

KATE has a long history within the COEHS. He is functioning as an interim director until a new director is hired. He is meeting weekly with them until the transition of a new director is complete. A job audit is being conducted, which is in the Provost office currently. Hopefully by October a new director will be hired. He reviewed the KATE staff members and their responsibilities. Cooper Levering is working half-time for the COEHS. KATE works with in-service teachers and educators within the region and the state. They also work with future educators. The staff is collaborating with the new instructional technology educator to conduct a needs assessment survey to determine what is needed. Two staff members are dedicated to providing technology PD with the school districts. KATE also services the COEHS with technology needs and support. KATE is very active with their YouTube channel as well as Pinterest boards. Dr. Rogers asked how the college determines technology needs. Dr. Whaley explained the college uses a technology oversight committee.

Review of College Launch - Trish Lofton

On July 1, the new COEHS Facebook page, Twitter account, Instagram account and website launched the new name. All account names have been changed to reflect the blending of the colleges. She provided a handout to the committee to show them the new look of the social media pages.

Update on Assistant Dean Status

Dr. Whaley stated the Assistant Dean search would be conducted internally. The screening committee has been appointed and will narrow down the candidates. Dr. Bonnie Higginson will chair the committee. As of July 1, the position is open.

College Governance: Tenure and Promotion

The committee discussed the differences in HSHS and COE tenure and promotion processes. They also discussed how the timeline varied between the two units. T&P is a critical issue for the new college. It will be necessary to find a compromise between the units on how faculty will be evaluated annually and for tenure/promotion. It is a concern regarding the processes that

were in place for faculty in tenure-track prior to the merger. Dr. Whaley asked the committee for input on a short-term plan for faculty. The idea is to have two or three systems being utilized for faculty currently in the track. New faculty would fall under the merged processes. The committee agreed to keep both processes for those coming up for tenure.

The committee reviewed the differences/similarities of HSHS and COE standing committees and selection of members for university committees as well. For the next year, the committees agreed to use their respective, current selection process within each of the departments.

The department chairs will create their process to select college committees. At a later time, the group will decide how to select university committee meetings.

Robert Lyons asked if the committees could address the standards for tenure and promotion. The group agreed this was a good idea.