Deans Executive Council Meeting Minutes
November 25, 2014
10:30am

DEC meetings will be held every other month in the Fall and Spring, with no agenda. The meetings will be held as informational meetings with updates from respective areas within the College, and with each area representative to share learned information with their respective areas.

Updates

Larry Hovey: Distributed a memo to the DEC members and requested input from the DEC members and Dean Ridley on:

1) Educator Preparation Reform Initiative Overview - members suggested the following: remove #6 Global Exemplar Schools and add an Outreach section; train IT staff on Black Board Collaborate; #9 – provide exemplars of the standards of academe; #7 – work with Lauren on the communication campaign initiative; #13 – work with Mary for the development piece.
2) Course Syllabi Memo – to update and simplify the course syllabi development process. It needs Scott’s approval to send out the memo. Graduate faculty syllabi must be public access. Some are on an exempt list and to cut them from this list, a memo must be sent to Elaina to remove them. Robin and Peggy will email Elaina. DEC made the decision to remove the syllabi template. Faculty members are already using the same syllabi for the same courses.
3) Program Assessment Plans – need results and improvements added. Larry visiting with all PC’s, gathering information from each, TTU’s Office of Planning and Assessment staff will upload improvements. Reviewed the TracDat format – is it acceptable if they make sure the P1,2, and 3 results and research are added? Robin and Peggy will work with Scott for input on the format.

Mary Little: Our next alumni event will be December 8 in Dallas. Several recent major donors will be in attendance, as well as representatives from the Meadows and Suder Foundations. Mary has purchased 40 of the new Burkhart/University ornaments to give to donors. (Only 300 were made for purchase at the artist’s request).

Becky Perez: Getting ready for the Spring adjuncts hire and in the process of posting three post doc positions for Spring hires.

Jennifer Offutt: Staff Council news – Holiday party will be December 18 and held the Thanksgiving luncheon last week. They will need to replace Charlie on the Staff Council since she will be leaving the College soon. Communications news – 1) the new website is up, let Neil know if anyone sees needed updates to it. 2) They will be redoing the display cases during the Christmas break. 3) The Dean’s Cookie party will be December 4th at 3pm in the 2nd floor foyer and are still taking volunteers from the men to bake cookies. The dean will be out of town this year and unable to participate. 4) The Education Ambassadors would like to sell COE t-shirts this Spring. She will be placing the order soon.

Glen Mullins: 1) In the process of replacing Smart Boards in rooms 350 and 370 as soon as the installation can be scheduled; 2) COE IT took a trip to the Bridge today to check out their computer set up for ELPN; 3) They are working on a project to make room 213 easier to use; 4) COE IT will provide training materials for Blackboard Collaborate to all of our student workers; 5) The new dissertation coach, Amber Lancaster, will begin in January and will need a computer set up. Glen will contact her about her computer needs and place the order.

Robin Lock: Robin has been working on updating the College Handbook and will send it out for review soon. She is also working on the membership selections for the committees.

Peggy Johnson: Peggy is working on things involving the SEED and ELPN grant

Meeting adjourned at 11:30am.