Dean’s Staff Advisory Board Meeting

9/13/2018, 2:00 pm Claxton Complex 412

Present: Jada Russell (Chair), Kayla Jones (Vice-Chair) Meagan Spillers (Secretary), Jordan Murphy, Katie Potter, Wendy Smith, Christine Tidwell

Absent: Constance Honorable, Bonnie Maples, James Remington, Marcia Lane, Margy Wirtz-Henry

**Membership Updates:**

**CFS**- Jordan Murphy – starting faculty search for Early Childhood Education. Colloquium and faculty retreat went well. Amy’s position will not be filled, and they are working on how to restructure those duties.

**EPC** – the construction from the flood (BEC 501) is about 90% complete. They are waiting on James to get electronics set up. Room 501 will be for small group interviewing and counselor ed programs for K-12 accreditation prep. The conference room will be able to be used again. Occasionally this room will available for other departments.

Two new PhD programs: LDT and Educational Psych and Research.

**ELPS** – absent. A new faculty member and new staff member.

**KRSS** – absent. They are attempting to get someone to help with admin duties. No posting yet.

**Nutrition** – absent. Pam emailed Jada, that they do not have a representative available to attend DSAB meetings and no one knows of a person that could attend the meetings.

They do have a vacant staff position to fill.

**Public Health** – Wendy Smith – they did learn that when Debbie is gone that position will not be filled. They will divide the work up between the two people. The one exempt staff member, that helped with admin duties has moved to faculty (lecture).

Question: Have you heard anything about making public health a major?

Answer: They are looking into making some changes but there is no timeline on when this will happen. Theya re considering making Public Health 201 an online course. This would allow several students to take the course, like Nutr 100.

**Retail, Hospitality and Tourism Management** – absent.

**TPTE** – Amy Bromel is now back to faculty. Temp in an admin position, Heather Davis is helping right now. TPTE recognition ceremony on Oct. 11. They are working on curriculum and Katie is working on spec ed program changes.

Vicki Church will be retiring at the end of the year.

**Marketing – Bonnie Maples** – working with Meagan to get meeting invites on Outlook.

Kayla, regarding the school supply drop off: we should make an Instagram posts. There have been great responses from Instagram.

Reminder: there are request forms for ideas for the website.

CEHHS home menu underwent a small renovation – College Representation

Gravity Forms – for WordPress users.

**Instructional Services Center** – will be purchasing Swivl: a robotic device that uses an iPad and microphone that will follow the instructor around and record the lecture.

Now have a total of 50 iPads for check out.

CMC was no more- all textbooks donated or bought. This is now a CEHHS study area.

Katie: Dr. Cihak talked about this during their meeting last week.

**James Remington** – absent

**Dean’s office** – Kayla – curriculum is a big project right now. She has a new GA that is helping. She is also working on preparing a listserve email regarding the room reservation. We are sticking with our same process – submit requests to Kayla. Large events (i.e. Orientation) will be different. If faculty go in and try to request a room, this request goes to the registrar, which causes conflicts. If the registrar’s office approves the request this will prevent Kayla from making any kind of changes.

**Student Services** – we are hiring and training student workers. Our advising campaigns went out about two weeks ago and will continue through Nov. 2

**Future Initiatives**?

School supplies drop off – Sept. 28 any time 10 – 2.

Welcome back event

Other items:

Maternity Leave policy – Kayla will bring up at ERC meeting

To contact disability services:

Handicap accessibility for the Dean’s office

Handicap button at the bottom of Bailey to be repositioned.

To contact facility services:

HPER women’s restrooms the soap dispensers and hand dryers are too high and extremely too low

Other:

Installing a panic button for Dean’s office.

Designated lounge area for staff/faculty in CC or BEC

Next Meeting: Oct. 11, 2018 2:00 pm C 412