

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE  
COEHS Executive Council Minutes  
Thursday, December 14, 2017 —9:30 AM, Wham 219

**\* denotes Action Item**

The meeting was called to order by Dean Matthew Keefer.

**Present:** Saran Donahoo, Carl Flowers, Barbara Hagler, Quiana Jackson, Matthew Keefer, Michael May, Christie McIntyre, Nancy Mundschenk, Pamela Rathe, Cynthia Sims, Juliane Wallace, Susan Wills

**Absent:** Saliwe Kawewe

**Guest:** Sarah Buila (for Kawewe)

The Minutes of November 9, 2017 were presented and approved.

**Administrative Reports**

- Dean's Report/Announcements (Matthew Keefer)
  - Keefer provided an update on planning for the EHS/Talks event (Dec. 14, 6 pm, Artspace 304).
  - He reported that the final work for the ESL/Bilingual Endorsement-Dual Credit Certification Grant is finishing up this week with area educators picking up the many supplies they ordered. **\* Keefer asked Christie McIntyre to provide the news video from the Fall Education Summit to show at the EHS/Talks.**
  - Keefer reported on the email from Ruth O'Rourke notifying of the January 4 deadline to respond to the Illinois State Legislature Narrative Statements for FY2019. **\* He asked Darla to forward the email to C/D.**
  - Keefer reminded the C/D of the Graduation Survey – First Destination Data email from Jaime Britt Conley-Holt.
  - Keefer mentioned that we are planning to have a spring *eJourneys* newsletter and asked C/D to submit stories for it.
  - Keefer reminded the C/D of the email from Ruth O'Rourke notifying of the Spring 2018 final exam schedule modification.

- **\* Keefer encouraged people to submit nominations for the Graduate Faculty Mentorship award of Excellence. Nominations are due to department C/D by December 20 and recommendations are due to the Dean by January 16, 2018.**
- Keefer suggested that departments take on the responsibility of updating their own TV monitors. Darla will assist departments.
- Keefer discussed the email from Terri Harfst he forwarded to C/D on the student calling campaign and asked them to continue with this recruitment effort. **\* C/D were asked to notify the dean if they are not doing this.**
- Associate Dean's Report (Cynthia Sims):
  - Sims reported that she will be the primary contact for coordinating the department meetings for Campus Visit Program days. The secondary contact will be Emily Cook. Once a Recruitment and Retention Coordinator is in place, they will be listed as the primary.
  - Sims provided copies of department enrollment numbers for Spring '18. She encouraged C/D to cancel or collapse classes, or consider offering in certain semesters only as needed and submit forms to her on Tuesdays and Thursdays.
  - Sims asked C/D not to send Form 75 for Fall '18 until after January 2. The schedule will go live on campus on December 22.
  - Sims congratulated the Scholarship Committee on their attendance and speedy completion of their Dec. 13 meeting. She also noted how Emily Cook's excellent work was of benefit to the Committee, especially while working without the usual support of the Recruitment and Retention Coordinator.
  - Sims provided an update on the tuition waiver process.
  - Sims reported that it is hoped to have a Recruitment and Retention person in place by March 1.
- Office of Teacher Education Director's Report (Nancy Mundschenk):
  - Mundschenk announced that Naomi Arseneau started on Dec. 12. She will be finalizing 100+ placements of pre-student teachers.
  - Mundschenk reported that student candidates and families provided positive feedback to the Dec. 13 Pinning Ceremony.
  - Mundschenk reported on the Dec. 7 Advisory Board for Teacher Education meeting. Strategies were discussed for bringing teachers on campus for professional

development, ways to strengthen partnerships. The ABTE reviewed common assessment data and made recommendations for program improvement.

- She reported candidates have completed the Gateway Portfolio Defense for the first time this semester in order to demonstrate content and pedagogical knowledge prior to progressing to student teaching this spring. We piloted several in public schools and the feedback from school partners was uniformly positive. Previously, student teachers presented a capstone portfolio at the end of student teaching. Capstone portfolios are no longer being done.
- Mundschenk reported we will begin participating in a new partnership opportunity through ISBE called Teach+ Fellows. Teach + will help us identify a subset of our graduates who are currently teaching in Illinois with whom they will implement a series of focus group protocols on a problem of practice or essential question based on our ISBE data pilot. They will gather and analyze data from the focus groups and provide us with a report.
- Business Manager (Susan Wills):
  - Wills reported that GA Spring contracts have been completed early.
  - Wills indicated that NTT contracts have been started. She completed and submitted the PRF's for the college.
  - She announced that she will be doing Alisha Harmon's work when Alisha is on maternity leave.
  - Wills is responding to requests for Foundation reports.
- Advisement (Quiana Jackson):
  - Jackson reported that there are 1107 enrolled for Spring '18 (344 grad and 88 PhD). She also informed there are 182 CoEHS students expected to graduate this Saturday.
  - Jackson reported on the positive feedback received from students completing the advisement survey on the quality of their visit to the advisement office and also comments on how they feel about the advisors being in departments.
  - Jackson reported the next NSO will be Jan. 12 with six students registered. Other NSO's will be Feb. 19, March 30, and one in July. Jackson will send out requests for volunteers of faculty and staff to attend.
  - Jackson reported that advisement is now centralized and reports directly to Dr. Lizette Chevalier.

- Foundation (Pamela Rathe):
  - Rathe provided a report on new donations and scholarships.
  - Rathe announced the 2018 Day of Giving will be March 7.
  - Rathe passed around information on how C/D and faculty serve as development officers in developing relationships with current and future donors. She discussed a 5 finger set of guidelines that was presented at a recent development workshop for Deans. She encouraged C/D to send thank you notes/cards to donors. **\* Rathe will send slides to C/D from the workshop.**
  - Rathe presented information on Crowdfunding and encouraged C/D to create crowdfunding opportunities in their departments.

#### Business

- SIU Reorganization Updates (All):
  - **\* Keefer asked C/D of the proposed School of Education to write down the responsibilities they delegate and those they do their selves and email the information to him.**

Respectfully submitted by Darla Phoenix.