

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE
COEHS Executive Council Minutes
Thursday, September 13, 2018, 9:30 AM, Wham 219

*** denotes Action Item**

The meeting was called to order by Dean Matthew Keefer.

Present: Phil Anton, Deborah Bruns, Quiana Jackson, Saliwe Kawewe, Matthew Keefer, Robert McDermott, Nancy Mundschenk, Ruth Anne Rehfeldt, Crystal Shelby-Caffey, Cynthia Sims, Cynthia Snair

Absent: Saran Donahoo, Kathryn Sime, Susan Wills

The Minutes of August 23, 2018 were presented and approved.

It was decided that future EC meetings will begin at 9:00 a.m.

Administrative Reports

- Dean's Report/Announcements (Matthew Keefer)
 - Keefer asked C/D to encourage faculty to attend the Sept. 26 Faculty Welcome Lunch.
 - Keefer discussed the Sept. 19 SIU Day. Around 600 students are scheduled to attend.
*** Cynthia Snair will email C/D the link of information.**
 - Keefer announced the online program and course development grant. *** Darla will forward the email to C/D. * Applications are due to Cynthia Sims by Sept. 24.**
 - Keefer announced that textbook selections are due to Follett on Sept. 28. *** Darla will forward the email to C/D.**
 - Keefer passed along a message from Julianne Wallace reminding C/D of Directors of Graduate Studies workshops on Sept. 19 and Sept. 20.
 - Keefer announced the deadline to submit nominations for a Student Laureate of The Lincoln Academy of Illinois is due Oct. 5. *** Darla will forward the email to C/D.**
 - Keefer asked C/D to submit information/news/events to Darla for the upcoming Alumni Association National Board of Directors meeting. News is due before Oct. 1.
 - From the Sept. 4 Dean's Council Keefer reported on the Illinois Small Business Development Center at SIU sponsoring Operation Mousetrap.

- Keefer also announced the State Science Fair will be coming to SIUC in May 2019.
- For safety purposes building doors should not be propped open after hours.
- Keefer reported on a Freshmen Mentoring initiative. It has been suggested that C/D find mentors for freshmen and to meet with the freshmen students as often as practical (meal tickets to eat at student housing cafeterias). We are seeking ways to connect with freshmen and new transfer students throughout their education here at SIU. Find out why they quite; find out why they complete their degrees elsewhere; providing better data.
- Keefer reported on the Sept. 15 informational meeting to discuss the development of a program to help working paraprofessionals earn a Learning Behavior Specialist I endorsement. He thanked Deborah Bruns, Nancy Mundschenk, and Mandara Savage for their work on this and indicated there were at least 50 scheduled to attend.
- Associate Dean's Report (Cynthia Sims):
 - *** Sims reported that on campus preliminary Summer schedules need to be returned to her by Sept 19.**
 - Sims emailed C/D and cc'd assistants saying that Spring '19 Form 75's can now be sent. She asked departments to think comprehensively about them and try to reduce the number being sent.
 - Sims encouraged departments to have their AAC and CAC members provide reports at faculty meetings. She also stressed the need for the members to attend the AAC and CAC meetings or to provide proxies in their place.
- Office of Teacher Education Director's Report (Nancy Mundschenk):
 - Mundschenk reported on working with a faculty member at the Carbondale High School to get an extracurricular group started of Educator's Rising. This is a national organization for aspiring teachers and their mentors. It is hoped it will later be moved to a co-curricular group.
 - Mundschenk encouraged faculty to sign up for a 2-minute presentation at the Faculty Welcome Luncheon regarding our recruitment efforts.
 - Mundschenk reported the TEP office is working on revising licensure program curricular guides to visually align the EDUC courses and clinical experiences with the major courses each semester in a curriculum map that better represents clinical preparation.

- Business Manager (Susan Wills): No report
- Advisement (Quiana Jackson):
 - Jackson reported she has been training Victoria Rice so she can take over Jackson's advisement caseload next semester.
 - Jackson announced that academic advisement begins next week for Spring '19.
 - Jackson asked that course changes that will take place prior to them being uploaded to online schedules be sent to her so they can inform students.
 - Jackson reported they have given athletes a pre-advisement window of time so they have time to get advised due to competition and game constraints.
 - Jackson announced that all academic advisement-related emails and concerns are to be sent to her and she will distribute as needed.
- Recruitment and Retention (Cynthia Snair):
 - Snair distributed a handout with upcoming recruiting and Campus events. On Sept. 21 there will be an LLC Program that includes meal tickets for dinner. *** Snair will email C/D seeking faculty and staff to attend.**
 - *** Snair will email C/D information about the Sept. 12-26 Workshop Series.**
 - Snair discussed enrollment comparisons from 2017 to 2018 and also by type.
 - Snair reported on the Saluki Major Fair (for students/by students). Thirty-five students attended and eight visited our table.
 - *** Snair will forward information to C/D on Career Services events.**
 - Snair announced she will be attending the NACAC conference on Sept. 29 in Chicago.
- Foundation Development Officer (Kathryn Sime): No report

Respectfully submitted by Darla Phoenix.