

## MINUTES

SOE Dean's Leadership Council  
Tuesday, January 24, 2023  
Zoom  
2:00 – 3:00 pm

Present: M Cecil Smith, Saran Donahoo, Stacy Thompson, Christie McIntyre, Naomi Arseneau, Shannon Schroeder, Debbie Blair.

### 1. Call to order

### 2. Updates

- a. Academic Affairs: Saran Donahoo.
  - Workloads going out to instructors for review.
  - Reviewing summer and fall 2023 course schedules.
  - Only summer courses that pay for themselves will be offered.
- b. Undergraduate Programs: Stacy Thompson.
  - Submitted catalog changes.
  - Reviewing Curriculum Guides and scheduling.
- c. Office of Teacher Education: Christie McIntyre.
  - Working on budget reports for 3 grants.
  - Visited Lake County and introduced new clinical supervisor.
  - Planning with Stacy to host Early Childhood conference.
    - Touch of Nature.
    - June 1 – 3, 2023.
    - 150 – 200 invites.
  - Discussion of spring calendar.
- d. Advisement: Naomi Arseneau.
  - Aiding students with changing schedule.
  - Spring enrollment numbers are down.
- e. Recruitment & Retention: Shannon Schroeder.
  - Campus visits.
  - Honor's Day planning.
- f. Dean's Office: Debbie Blair
  - Helping with scheduling courses in our classrooms.
  - Distributing keys to faculty and GA's.
  - Helping with overrides for students so they can register.
  - Reviewed IT requests with Scott Parrone. He is really swamped right now.
  - Working on new School of Education Directory.
  - Updating MOUs for America Reads program.

### **3. New Business**

- a. SOE budget status.
  - Deans' meeting with Provost's Office Wednesday, January 25.
- b. Two faculty searches.
  - Higher Education two potential finalist. Working on one more.
  - Early Childhood seven possible candidates.
- c. Business Office new hire.
  - Bill Carr will start on February 1.

**Next meeting: January 31, 2023**