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
      • 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.
         o Touch of Nature.
         o June 1 – 3, 2023.
         o 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**