

MINUTES

SOE Dean's Leadership Council
Tuesday, August 22, 2023
Wham 117
2:00 – 3:00 pm

Present: M Cecil Smith, Brad Colwell, Stacy Thompson, Christie McIntyre, Shannon Schroeder, and Debbie Blair.

Guest: Vivian Hardison, Harvey Henson

1. Call to order.

2. Motion to Approve Minutes.

- a. Stacy motioned to approve the minutes with noted changes.
- b. Shannon seconded.
- c. Motioned passed.

3. Updates

- a. Academic Affairs/Graduate Programs: Brad Colwell.
 - Processing graduate student paperwork.
 - Meeting with Michelle regarding applications.
- b. Undergraduate Programs: Stacy Thompson.
 - Finalizing instructors and courses.
- c. Office of Teacher Education: Christie McIntyre.
 - Sharon Brooks has been hired as extra help to assist with grants.
 - Sharon begins her position after September 8.
- d. Advisement: Shannon Schroeder.
 - Verifying students are in the correct course.
 - Continuing to meet with students.
- e. Recruitment & Retention: Shannon Schroeder.
 - Second Day enrollment.
 - This year unofficial count 548 students enrolled.
 - Last year 571 students enrolled.
 - SOE Welcome will be on August 30 from 3:00 – 5:00.
 - Esmeralda is overseeing LLC and Drop in for Donuts.
- f. Dean's Office: Debbie Blair.
 - Continuing working with faculty and GA's with keys.
 - Updating directory.
 - Interviewed two candidates for office manager.
 - An offer was made to Maria.

4. New Business

- a. All School Meeting.
 - Friday, August 25 from 1:30 – 3:00 in Wham 308.
 - Discuss strategic planning.
 - Identify three priorities.
- b. Director of University Center.
 - Mindy Ugolini, University Center Director resigned.
 - Discussion of enrollment.
- c. SOE positions.
 - Off Campus advisor position waiting on RTI approval.
 - There are four candidates.
 - Chief Academic Advisor waiting on RTI approval.
 - Office Manager.
 - Maria Bechthold accepted position (during DLC meeting).
- d. SOE Operating Paper.
 - The provost office is reviewing operating paper.
- e. Community College Conference.
 - End of September.
 - Shannon presenting.
 - Stacy is attending.
- f. Vivian Hardison.
 - Helping support undergraduate students confidentially.
 - One on One.
 - Has worked in Student Affairs for 10 years.
 - Has a degree and a certificate in counseling.
 - Office in Wham 102.
 - Hours
 - M & W (8 – 1).
 - T & R (9 – 2).
- g. Harvey Henson.
 - Open discussion for a Secondary STEM degree.
 - Potential funding from NSF and STEM Center.
 - Could not find a STEM degree offering in a rural area setting only in a few urban areas.

Next meeting: August 29, 2023