MINUTES
SOE Dean’s Leadership Council
Tuesday, August 29, 2023
Wham 117
2:00 – 4:30 pm

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

1. Call to order.

2. Motion to Approve Minutes.
   a. Christie motioned to approve the minutes with noted changes.
   b. Stacy seconded.
   c. Motioned passed.

3. Updates
   a. Academic Affairs/Graduate Programs: Brad Colwell.
      • Promotion & Tenure.
         o Will be sending out due dates.
      • Holding Mentor Meeting with new faculty.
      • Form 90’s for catalog changes due October 1st to Provost Office.
      • Prelims for C & I will be September 27, 28, 29.
   b. Undergraduate Programs: Stacy Thompson.
      • ROE # 30 having an event on September 26.
         o District wants SOE to share information about our programs and what SOE can do for the ROE employees.
      • John A. Logan College holding Career Expo.
         o Stacy will be attending event on September 27.
   c. Office of Teacher Education: Christie McIntyre.
      • Sharon Brooks declined extra help position.
      • Introduced Vivian Hardison at orientation last Friday.
      • Student Teaching seminar this week.
      • Jackie Cox will manage Pinning Ceremony.
         o Christie will be out of town.
   d. Advisement: Shannon Schroeder.
      • Spring advising begins September 18.
      • Unofficial count, up four students from this time last year.
   e. Recruitment & Retention: Shannon Schroeder.
      • Visited University 101 classes.
      • SOE Welcome will be on August 30 from 3:00 – 5:00.
Five faculty members volunteered to help.

- **SIU Education Day.**
  - October 17, 8:00 – 3:00.
  - Would like faculty to present.

f. Dean’s Office: Debbie Blair.
   - Met with an electrician from Physical Plant.
     - He will start back up replacing old lighting in Wham.
   - Assisting students with overrides, finding classes, assisting faculty.
   - Updating directory.

4. **New Business**

a. Emergency Response.
   - Jamie Clark, Director of Health Services.
     - Her staff provides emergency training.
   - Dean Smith will contact Health Services and Campus Police for training sessions.

b. Scheduling for Spring 2024 and Fall 2024.
   - Teaching Assignment Request Forms will be sent to faculty by September 1.
   - Graduate Assistant Request will be sent to faculty by September 1.
   - Both forms are due on September 29.
   - Open discussion of low enrollment courses and the future.

c. All School Meeting.
   - Rescheduled to Friday, September 1.
     - Wham 308 from 1:30 – 3:00.
     - School of Education came from a large college to small school.
       - What is our culture.
       - What is our identity.
   - School of Education 80th anniversary.

   - Professional Development at Carbondale Community High School.
     - Daniel Booth has invited us to attend.
     - There will be two keynote speakers.
     - Will be on October 6.
     - Some SOE staff will be there providing food and drinks.

Next meeting: **September 5, 2023**