

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.
 - 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.
 - 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.
 - 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.
 - 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