

**Minutes
Dean's Council
College of Education and Human Services
April 30, 2008**

Present – Larry Daniel, Marsha Lupi, Otilia Salmon, John Kemppainen, Len Roberson, Cathy O'Farrell, Annie Spruell, and Ellie Scheirer

Minutes – The minutes of the April 16, 2008, meeting were approved as submitted.

Announcements – Annie Spruell announced that she will be resigning as college recruiter effective May 9. Dean Daniel thanked her for a job well done.

The Dean announced that John Venn will resume the role as interim chair of LCIT. John will begin on July 1.

The Topping Out Ceremony for the new education building will begin at 10:30 am on Thursday. All have been encouraged to stop by and sign the beam prior to 11:00 that morning.

Marsha Lupi announced that the Copyright Infringement Law meeting will be tomorrow from 3-4 pm in the Dean's Conference Room. Someone from legal counsel will come by to talk about it.

May 30 is the final day that retired faculty and visitors must vacate their offices. Linda Sciarratta will notify the office managers of the date.

John Kemppainen announced that 35 students have been registered for the Belize program. All four classes will be offered on line.

Dean's Council Name Change/Executive Session – The Dean talked about the name change for Dean's Council. All agreed to College Leadership Team. July 28 is the new date for the College Leadership Team retreat. The group decided that an Executive Session will be held for chairs at the end of the CLT (College Leadership Team) meetings as needed.

Budget Update – Marsha Lupi reviewed the fall schedule for unstaffed sections, counted sections offered, and looked at the need for intern supervisors. We will need to keep close track of adjunct staffed courses and the budget this year.

Update on Bylaws – The Dean told the chairs to refer to the union contract regarding the summer appointment policy.

Update on Program Approval – Claire Torres updated the group on program approval. Some programs are still behind in their submissions. A reminder was sent out last week and she received some submissions. Claire said that she may have to sit down with the chairs to get it completed.

Adjournment – The meeting adjourned at 10:53 p.m.