Leadership Council Meeting
Wednesday, February 17, 2016
Conference Room G-23


Dean Kennedy opened the meeting at 2:00 PM.

Scott Ardoin provided Faculty Senate updates. Scott provided Department Heads with data showing the percentage of Department Head feedback forms that had been received and the percentage of Graduate Student surveys that had been received. Scott asked the Department Heads to encourage individuals to take time to complete the feedback forms and surveys. Scott reported that Faculty Senate had reviewed the COE sick leave policy and had very minor suggested changes to the recommended policy.

Jack Parish thanked the Department Heads and others in their departments for their work in making the 2016 PhD recruitment weekend a successful event. Jack asked that the Department Heads provide him with feedback and suggestions for improving the 2017 PhD recruitment weekend.

Karl Newell asked Department Heads to encourage faculty and students to attend the COE research colloquia and the COE research conference. The 2016 research conference is scheduled for April 1. Karl also briefly mentioned the possibility of offering a course on grant writing. Karl will follow up with additional information on the possibility of a grant writing course.

Dean Kennedy provided information about the move in the Mathematics and Science Education Department which will allow all faculty members in that department to be housed on the same floor in Aderhold Hall. For this to occur, Science Education faculty members will be relocated from their current offices on the second floor to newly constructed offices on the first floor. Current classroom space on the first floor will be reconstructed on the second floor.

Jack Parish asked the Department Heads to remind faculty and staff to be mindful of their surroundings and to take safety precautions when working in COE buildings, especially during non-traditional times (early mornings, nights, weekends, etc.). It is suggested that office and other doors be closed and locked when working during non-traditional times. During normal working hours, it is prudent to close and lock doors when leaving offices, even for short periods of time.

Jen Williams informed Department Heads that part-time faculty members will be deleted from the database of email accounts that receive COEfyi. Because part-time faculty often come and go with some amount of frequency, there is not an effective manner of keeping the COEfyi database up-to-date with these individuals. All part-time faculty and others can bookmark the COEfyi page (https://coe.uga.edu/fyi) to continue having access to the electronic newsletter.

Important dates included on the agenda: 5 March: Donor Appreciation and Alumni Awards; 29 March: Retired Faculty Luncheon.

The meeting was adjourned at 2:17 PM.