Minutes  
COE Leadership Council Meeting  
13 December 2017  
G23 Aderhold, 2:00 pm – 3:00 pm

Present: Craig Kennedy, Jim Garrett, Rob Branch, Kathleen deMarrais, Janet Buckworth, Roger Hill, Anne Marcotte, Scott Ardoin, Brian Glaser, Cindy Vail, Melanie Peiper, Jen Williams, Nancy Butler, Ralph Knapp, Stacey Neuharth-Pritchett, Ellen Evans, Anneliese Singh, Andy Garber, Denise Spangler

Faculty Senate Update (Jim Garrett)
Course evaluations: Senators discussed 3 choices of windows for students to complete course evaluations–2 weeks before reading day, 2 weeks after reading day, or 1 week before and 1 week after reading day. Senators agreed that the evaluation should consist of a standard set of questions with the option for faculty to add up to 3 Likert questions and up to 3 open-ended questions. Jim will put the Senate’s recommendation in writing and circulate it to the Leadership Council, and LC will return to it in January. This is a first step in the discussion of course evaluations. The Senate will take up the issue of whether to include a question that directly addresses diversity, equity, and inclusion later in the spring as well as other issues as they arise.

Service time: The Senate discussed the question of whether or not faculty members want budgeted service time with service defined as service to the institution and profession (not funded public service and outreach). Senators were asked to request time on a faculty meeting agenda so that Senators can represent faculty views when they convene in spring semester. The question at this point is whether or not faculty want service time; if the answer is yes, then Senate will tackle the details.

Course enrollment minimums: Senate will bring this back up in the spring.

Diversity and Inclusion Faculty and Staff Certificate (Anneliese Singh)
The Office of Institutional Diversity offers a diversity and inclusion certificate for faculty and staff (http://diversity.uga.edu/index.php/programs/article/diversity-and-inclusion). To make it easier for COE members to earn the certificate, the College will be offering the core course, Diversity by the Numbers, on location in the college 2 February 2018. The certificate requires 5 workshops in addition to the core course, and all must be taken within a year. Unit heads are encouraged to allow staff to attend these sessions during the work day as feasible and to prompt people to engage in this professional learning. SRG has been instrumental in marketing the program to staff. Anneliese will reach out to the Senate in the spring to make faculty aware of these opportunities.

DEI Conference – 2018 (Anneliese Singh)
The DEI conference will be held 2 March 2018 from 8:45 am – 12:30 pm with Angie Thomas (author of The Hate You Give) as the keynote speaker. ETAP has been doing a book study of the book as have educators in the community. Capacity for the conference is 210, so register early!
PhD Student Recruitment Weekend (Ellen Evans)
The weekend is 26-28 January 2018. Invited students will hear from Beth and Melanie on Friday about travel arrangements. Ellen will send the weekend agenda to department heads and graduate coordinators next week; the structure is similar to previous years. Department Heads and Graduate Coordinators are an integral part of recruitment weekend and are expected to attend the Saturday events.