COE Leadership Council Meeting Minutes  
Wednesday, August 22  
206 Aderhold, 1:00 pm – 2:30 pm

In attendance: Gayle Andrews, Scott Ardoin, Anne Bothe Marcotte, Rob Branch, Janet Buckworth, Ed Delgado-Romero, Ellen Evans, Andy Garber, Jim Garrett, Brian Glaser, Roger Hill, Kathleen deMarrais, Stacey Neuharth-Pritchett, Melanie Peiper, Anneliese Singh, Denise Spangler, Molly Thomas, Cindy Vail, Jen Williams

Welcome and Introductions
- Dean Denise Spangler welcomed members of the Leadership Council to the new academic year. New members of the Leadership Council include Ed Delgado-Romero (Associate Dean of Faculty and Staff Services), Molly Thomas (Director of Development and Alumni Relations), and Gayle Andrews (Department Head of Educational Theory and Practice). Dean Spangler shared she is looking forward to a great academic year.

DEI Activity
- Anneliese Singh, Associate Dean of Diversity, Equity, and Inclusion (DEI), led a DEI activity with the Leadership Council. She reminded leaders that the DEI Office can support faculty, staff, and students with DEI activities for small and large groups and that DEI Office Fall and Spring events, workshops, and speakers will be shared on COEfyi, COE Student Connection, and digital screens.

Introduction to Room 206
- Ralph Knapp, Director of the COE Office of Technology, introduced the new technology in Room 206. There are multiple cameras and microphones in the room so large and small group meetings using video conferencing (e.g., Zoom) can be easily utilized. The microphones are designed to be extremely sensitive to pick up multiple voices, so the room is well-suited to serve multiple groups and classrooms that are at different locations using video conferencing technology.
- Comfortable capacity for a classroom is about 30-40 people. The room can be arranged as a traditional classroom with tables in rows or in small group tables. Room can be used for a larger event (up to 65 people) for presentations that use chair seating in rows.
- Reservations don’t go through the normal COE channels. Room can be reserved through Jeff Reiter (jrieter@uga.edu) and Ron Braxley (rbraxley@uga.edu). They will also need to be present to facilitate the process from the “control room,” so keep in mind that this is not a self-serve classroom.
- There are 16 other multi-screen rooms in the college in addition to Room 206, so Ralph would like us to think about how to use them to do research using technology and pedagogical instruction as we have likely the most advanced COE technology classrooms in the country with the addition of 206.
- Ralph gave additional updates on the construction on the 4 smart-study rooms on the 2nd-floor outside of the elevator bank. These rooms will have smart boards, traditional dry-erase board, and seating for 4-6 people that will be like rooms in the Miller Learning Center. The purpose is to support small groups of students, but are available to faculty
and staff for work group meetings as well. Details to follow on the process for scheduling these rooms.

- Ralph also shared that G5 will be renovated in summer of 2019 using a grant from the UGA President’s office. Ralph welcomes feedback from faculty who have used G5 in the past.

**PeopleSoft Q&A**

- Andy Garber, Assistant Dean of Finance shared there some important issues to keep in mind when using PeopleSoft. For example, there is different workflow for different types of activities (e.g., travel reimbursement vs. expense reimbursement) so he asked unit leaders to reach out to him in case there are questions.

- Denise Spangler shared that UGA is open on December 31st (and then UGA is closed on January 1 and open on January 2nd). Unit leaders should let people know this, because there will be no early December paychecks as in previous years in 2018 or in forthcoming years.

**Open Records Act Training**

- Denise Spangler asked if there was interest in holding a COE training related to Open Records Act. We get about 12 requests per year as a FYI.

- Dean Denise Spangler ask attendees to relay to faculty, staff, and students that any electronic communication shared on a state-owned device or the person’s own device when information about UGA is contained in the communication is subject to an open records request. Please keep in mind even Gmail accounts, Whatsapp, texts on your personal phone, use of your personal computer, etc. can be subject to such requests if related to UGA work. There was interest in such a training and there was also a need shared to better understand social media and its relationship to open records. We will offer an open records training session for faculty, staff, and students and will ask Marketing & Communications for a one-page tip sheet to share.

**Supervisory Leadership Training**

- Offered by Training and Development – there is a waiting list for the supervisory leadership training program at the UGA level. There is a possibility of this training being held in the COE for staff. Associate Dean Stacey Neuharth-Pritchett asked if there was interest in holding such a training in the COE, and there was interest. She will communicate with unit leaders and compile a list of those interested.

**Faculty Senate Update**

- Jim Garrett, Faculty Senate President, provided an update. President-Elect, Chris Mojock is teaching at the time of Leadership Council and will join Leadership Council meetings in Spring. The Faculty Senate Steering Committee is comprised of Jim Garrett, Chris Mojock, Julie Luft, Bethany Hamilton-Jones, and Linda Campbell.

- Goals are to revise the course evaluation to include a question on DEI and continue the discussion on service time.
• The Faculty Senate will do some goal-setting and visioning to discuss the role of the Faculty Senate.
• Jim discussed the importance of Faculty Senators having time in faculty meetings to share updates from Faculty Senate.

**SRG Update**
• Melanie Peiper, President of SRG, shared that SRG made a change in their leadership structure so that each department has a staff representative to facilitate communication.
• SRG’s major goals will be to update the SRG bylaws and mission.
• There are new staff representatives that Melanie would like to work with to build more of a sense of community within COE staff at events such as the Chili-Cook-Off and other events. She would like to do some pre-planning for the COE Staff Holiday Celebration/Potluck celebration.

**Communications After This Meeting**
• Share the availability of Room 206 with faculty and staff.
• UGAJobs will be shut down mid-Nov to mid-Dec, so new positions will need to be posted well ahead of this time (e.g., mid-October) so the positions can be advertised for 31 days. Further details will be forthcoming after a September 5 meeting.
• Supervisory Leadership Training – please assess interest in this COE training with staff in various units.
• Please make space in faculty and staff meetings for SRG and Faculty Senate reports.