

CET Administrative Council
Minutes
February 18, 2020 1:00 p.m., ED 156

Present: Penny Garcia, Kathie Good, Mary Kallus, Kari Lemke, Marshall Swafford, Kathleen Wagner

Approval of Minutes

- Dr. Kallus motioned to approved minutes for January 21, 2020 with the mentioned correction of moving Dr. Wagner to being absent; seconded by Ms. Lemke, 0 opposed, 1 abstention by Dr. Wagner

Deans Council

- Wendy Gillman, Wellness/Career Counselor was introduced
 - Dr. Garcia suggested inviting her to a meeting in the future
- Core Staff-has not met
- Searches
 - Melveta Walker's position will be posted, Dr. John Montgomery is the committee chair
 - CLAS has CDIS and Forensics positions open
 - CFA
 - Piano position, committee is conducting Skype interviews
 - Music Ed Assistant search ongoing
 - CET
 - HPE, Dr. Garcia will be making an offer
 - C&I Roswell, bringing two candidates for campus visits
 - AG Horticulture position will be posted
 - CA search is up and running
 - EDAD search is up and running
 - COUN position will be reopened
- Catalog deadlines have been extended due to a delay in some documents
- Marketing Consultant will be on campus, Friday, February 21st. Dr. Good will attend the meeting for Dr. Garcia at 2:30

Moving Forward

- ER&R, handouts were given to all with the details of each request
 - Motion by Dr. Good/seconded by Ms. Lemke and all in favor for the requests in the following order: 1. Oven for culinary arts, 2. BrightLink 697Ui by Epson for computer lab, ED 130, 3. Greenhouse for agronomy, 4. Fiber analyzing equipment for animal science
 - TEO presented a request for laptops for university supervisors, after a group discussion it was decided that Kari will look into the cost of iPads or keyboards for iPads that can be checked out from the Dean's office
- UG Catalog
 - Dr. Garcia reiterated to the group to include explicit descriptions for required practica

- Dates for each presentation
 - March 3 for CA and AG
 - March 17 for C&I and Teacher Ed Program
 - Special meeting on March 24 for HPE and CTE
- ED 130 will receive 24 new computers purchased by LCDEC, 12 HP and 12 Apple

Recruitment

- Isotopes Event planning be will taken over by Dr. Good
- EDAD Facebook ad is ready to launch
- Landing for page for alternative licensure is ready to review, Dr. Garcia will send the login info to Dr. Davis and Dr. Viner
 - Dr. Wagner and Dr. Garcia will look at pictures to use
- Recruiting giveaways
 - It was suggested that everyone submit requests
 - Dr. Kallus will get with Cody Spitz on pennants

Upcoming Dates/Events

- February 22, NFIP Advising Workshop in COB132
- February 27, AAQEP
- March 21, ENMU Open House (formerly known as Junior Preview Day)
 - Dr. Wagner will work on creating a scavenger hunt
- April 17, Career Fair

As May Arise

- Dr. Good
 - Grad comps are going out on Monday
 - EDAD search committee will also head the COUN search
 - Dr. Nyabando will start attending the NM Higher Ed Taskforce meetings
- Dr. Wagner
 - Ed Rising event on campus went well; Dr. Evaniuck, Dr. Procter, Kari Lemke and Dr. Wagner all presented
 - Dr. Benge, Dr. Procter, Dr. Jackson and Dr. Nyabando will be attending the Ed Rising state conference-Title V paid for the table

Meeting adjourned at 2:32 p.m.

Respectfully submitted by Malisa Molina, Senior Administrative Assitant