

CET Administrative Council
Minutes
January 21, 2020 3:00 p.m., ED 101

Present: Rebecca Davis, Penny Garcia, Richard Guerra, Kathie Good, Mary Kallus, Kari Lemke, Marshall Swafford,

Absent: Bryan Moffitt, Mark Viner, Kathleen Wagner

Approval of Minutes

- Dr. Good motioned to approved minutes for November 20, 2019; seconded by Ms. Lemke, 0 opposed, 0 abstentions

Deans Council

- John Houser is working on a library programming project for the entire state that includes a summer reading program
 - Students who complete the program will receive a certificate from ENMU
 - May 30th event in Albuquerque; Kari Lemke, Dr. Good and Dr. Kallus will work on entertainment
 - Concerns about not know the age group were discussed
 - Upcoming events include Dr. Seuss Day at the Portales Public library
- Spring Student Faculty Evaluations
 - First 8 weeks will be February 16 thru March 2
 - Sixteen and second 8 weeks will be April 13 thru April 27
 - Dr. Garcia asked for any concerns about the dates; no one had any
- Program Review is due February 3, 2020
- Effectiveness Plans: First meeting in February
 - Dr. Swafford has a pass for this year
- ER&R
 - Dr. Viner for ED 115
 - Dr. Good for an Apple TV

Moving Forward

- CET Council meeting times have changed to the first and third Tuesdays from 1-2:30 p.m.
- Discussion was held on making sure that practicums are explicit
- Catalog Updates
 - Kari Lemke proposed not splitting the departments
 - Dr. Kallus will take the lead on these changes
- Substitution forms should be submitted through workflow
- Budget sheets; Malisa will send the sheets along with the instructions, Dr. Garcia would like them back by January 30th
- Dr. Garcia prefers that any summer leave requests be approved by Dr. Laurenz since she won't be the Dean for the summer
- Banked credit: Dr. Garcia will share the leave policy and spreadsheet that is used for approval

- New leave forms for faculty
- Outreach position (Alta Elder)
 - Discussion held on the duties of this position and what is expected

Recruitment

- Isotopes Event
 - Getting the word out on raffle for the first ball
 - Dr. Good suggested and all agree that the Alumni Office should advertise via Facebook along with ENMU coaches
 - Letters to superintendents was also suggested
 - Dr. Elder was suggested as the broadcaster and all agree that he is the most suitable for the job
 - John Houser offered to go out to the schools to give tickets away
 - All agree that CET should handle the tickets in the schools
- Landing pages; Dr. Davis reports they're getting close
- Dr. Garcia is meeting Desiree Cooper regarding a Facebook blast
- CET Programs on the website
 - C&I and ES met with Jennifer Poyer regarding the issue on October 21st

As May Arise

- Dr. Davis
 - Working on catalog corrections with Graduate School
 - Discussed workflow issues with graduate applications
- Dr. Good
 - Wants more information regarding the PRAXIS tests in order to best answer students' questions
- Kari Lemke
 - 18 student teachers are attending initial seminar on Thursday

Meeting adjourned at 4:20 p.m.

Respectfully submitted by Malisa Molina, Senior Administrative Assitant