

Murray State University - College of Education

CAC Minutes

7/17/2012

Present: Renee Campoy, Ginny Richerson, Alesa Walker, Robert Lyons, Ron Milliner, W.A. Franklin, David Whaley, Tami Dandeneau, Trish Lofton

Absent: Jo Robertson

Visiting: Melanie Brooks, MSU Development Office

1. **Welcome/Addendum to Agenda**

Dr. Whaley welcomed the CAC members and guest Melanie Brooks from the MSU Development Office. He asked the members if there were any additions to the agenda. Dr. Walker requested to add the topic of student field experience log and Dr. Richerson added Praxis test dates.

2. **CAC Membership**

Dr. Whaley announced that Tami Dandeneau, Coordinator of Grants, Finance and Partnerships, will join the CAC membership. He also requested the directors of KATE and Teacher Quality Institute to participate in both of the bi-monthly meetings.

3. **Approval of CAC Minutes**

The CAC reviewed the minutes from the July 3, 2012 meeting. Dr. Whaley asked that the minutes reflect appreciation to Kellie Harlan for volunteering to serve as recorder for the prior meeting. Dr. Richerson stated she has several corrections to the minutes. After discussion of the revisions, Dr. Richerson made a motion to approve the minutes with revisions. Dr. Lyons seconded the motion. Motion carried unanimously.

4. **Dean's Office Responsibilities**

In an effort to provide transparency, Dr. Whaley will share his monthly calendar with the CAC members. The members received a copy of a flowchart outlining the responsibilities of the Dean's office as well as job descriptions for both Dean and Assistant Dean. Dr. Whaley will work with Dr. Campoy in revising these documents and submit a draft at the CAC retreat on August 8th. CAC input is welcomed as revisions are made.

5. **Committee Representative on University Studies Committee**

There was a concern that two faculty members from the same department serve on the University Studies Committee. Dr. Whaley will email the department chairs requesting nominations to provide an alternative faculty member.

6. **Budget Planning and Review Team**

Dr. Whaley recapped President Dunn's request in creating academic BPR teams. He thanked the department chairs for their faculty and student nominations. He also thanked Tami Dandeneau for her participation as the COE staff representative. Johan Koren will serve as the Faculty Senate representative. As a result of a limited number of voting members, Dr. Whaley will only vote in the event of a tie. By August 1, 5-10 draft metrics to measure program performance will need to be developed. An example of a program assessment scoring rubric was provided to the CAC. The Dean will provide other examples to review. Dr. Whaley stated that as this process proceeds the team will focus on the program, not people, when evaluating the allocation of resources. The target date for plan submission is anticipated to be March 15, 2013. Procedures have been established for the 2013-214 faculty searches taking place during the review period. Prior to submitting the required forms, a memo addressing four specific criteria must be submitted to the dean. Once the memo receives approval, it will be sent to the Provost office.

7. **Senate Bill 1 Faculty Training Option**

The EPSB has asked that all new faculty receive the SB1 Informational Training. Dr. Campoy has received permission to conduct the training instead of using the webinar modules. The CAC discussed ways to provide the training to adjuncts. Dr. Lyons made a suggestion to develop a Blackboard or web-based session. Ron Milliner stated that PowerPoint has the capability to record voice during a presentation. He agreed to assist with the project. Adjuncts that are unable to attend can then utilize the recorded session. Dr. Richerson will contact Pat Seiber to provide the training on Monday August 20th at 1pm.

8. Important Dates for July and August

The CAC reviewed a list of regional, statewide, and national organization meetings that are attended by COE faculty. Dr. Whaley plans to develop an active list of organizations that are vital to the college. His goal is to have representation at these meetings.

9. Ed.D. Program

This item has been tabled until the next meeting.

10. Guest: Melanie Brooks, MSU Development Office

Melanie Brooks provided an update on the Hold Thy Banner High campaign. The goal of \$60 million was surpassed and has reached \$67 million. Approximately half of the funds are used for student scholarships. She invited everyone to the Arthur J. Bauernfeind College of Business and to the Heritage Hall dedication on Friday, October 12. Melanie reviewed an outline of COE development priorities for 2012-2013. Racerthon has changed slightly due to alumni utilizing cell phones instead of land lines. There will not be a dedicated week to the COE. The Development office will increase direct mail campaigns to provide additional scholarship support. The Dean's letter to alumni is being drafted. Melanie suggested that alumni also receive a letter from the departments. Dr. Lyons requested her to research ways to increase scholarship funds for graduate programs. Dr. Richerson expressed gratitude for the ease of scholarship selection. Dr. Whaley requested a debriefing session to discuss the COE scholarship selection process.

11. Added Agenda Items:

- **Field Experience Documentation:** Dr. Walker requested a committee be established to draft a field experience document using COESIS. Dr. Walker will work with Eric Rich, KATE office, to develop an initial draft. Drs. Richerson, Campoy, and Robertson agreed to serve as committee members. Once the committee agrees on an appropriate documentation process, Dr. Walker will submit the plan to the CAC.
- **Praxis Test Dates:** Dr. Richerson reported that the Praxis I and II test dates are now published. She provided the CAC with a copy of the testing window dates. Several of the tests are now computer-delivered. The MSU testing center has a limited number of computers and will only be able to accommodate a small group of students. Once the testing center is full, students can utilize alternative testing centers located in the region.

The next CAC meeting is tentatively scheduled for August 8th at 9am.

Adjournment

Dr. Whaley adjourned the meeting at 2:55pm.

Minutes respectfully submitted by: Trish Lofton