

# Murray State University - College of Education

## CAC Meeting Minutes

8/21/2012

**Present:** Renee Campoy, Jo Robertson, Ginny Richerson, Alesa Walker, Robert Lyons, Ron Milliner, W.A. Franklin, David Whaley, Tami Dandeneau, Trish Lofton (Recorder)

**Visiting:** Melanie Brooks

### 1. **Welcome/Updates**

Dr. Whaley welcomed everyone and called the meeting to order. The CAC members reviewed the agenda and added Standing Committees along with Co-teaching Coordination to the agenda.

The group also provided updates on the various projects that are taking place within their departments. Ms. Dandeneau stated that Human Resources staff is in the process of updating non-exempt employee files and job descriptions. As a result, each non-exempt employee will need to review their job description. Ms. Dandeneau will be emailing employees a link to access the documents. Mr. Franklin stated that 65 high school students are enrolled in TQI dual credit courses through Racer Academy. Students are now required to have a 3.0 GPA before they are admitted into the course. Mr. Milliner reported that his office is researching the cost of adding additional network drops in the building. Dr. Jackson, Ms. Brooks, and Dr. Whaley made donor visits with the Badgett family and representatives at Madisonville Community College and Hopkinsville School District. Dr. Whaley also attended the Falcon Academy kick-off in Hickman County as well as the Christian County Teacher Appreciation breakfast. The Dean reported to the CAC members that he has been working with the Dean of the College of Health Sciences and Human Services to develop an agreeable plan regarding allocation of space in Alexander Hall. A revised MOA has been sent to Dr. Susan Muller and is awaiting her signature.

### 2. **Norms Revisited**

Members reviewed the draft set of operational norms that was developed at the CAC Retreat on August 8, 2012. Dr. Campoy made a motion to accept the operational norms. Dr. Lyons seconded the motion. The motion carried unanimously. Adopted norms are:

- Participants will engage as equals, without hierarchy, while honoring individual differences and styles.
- Confidentiality will be observed on all matters unless there is group agreement first.
- Meetings will be focused and members will come prepared to all meetings.
- Meetings will start on time and finish on time, unless agreed upon.
- Members will be present at all times, both mentally and physically.
- The group will encourage information sharing and questioning from its members. Civil and respectful discourse is recognized as essential to a comprehensive discussion and decision making process.
- There will be time for reflection or wait time.
- There will be a written record of all decisions.
- We will make decisions by consensus and have an alternative ready if necessary.
- All participants will take responsibility for both individual and group adherence to these norms.

### 3. **Mission and Vision Statements Revisited**

During the department meetings, participants had an opportunity to review and provide input on the draft mission and vision statement for the college. As a result of the input received, the COE Mission Statement was altered slightly to read,

*The mission of the College of Education is to prepare high quality educators and leaders for a diverse and changing society through innovation and collaborative partnerships.*

The members also discussed the vision statement and provided suggested changes. Input was collected and the following were considered:

*The College of Education will be a center of excellence for teaching and leadership , embracing our responsibilities as a national leader and regional partner.*

*The College of Education will be a center of excellence for teaching, leadership, and service, embracing our responsibilities as a national leader and regional partner.*

*The College of Education will be a center of excellence for teaching, leadership, and scholarship, embracing our responsibilities as a national leader and regional partner.*

Members are asked to review these, adjust at will, and be prepared to move ahead at the next meeting.

**4. Kentucky Regulations Requiring Criminal Background Checks for Scheduled Student Classroom Experiences**

Dr. Robertson reported there is a new Kentucky regulation requiring school districts to conduct criminal background checks for scheduled experiences in classrooms where students interact with children. There is also a fee attached to the background checks. Several districts have indicated that MSU students will be required to have this check conducted. The CAC will not take action at this time. Dr. Walker is currently working on this issue and will present information at the next meeting.

**5. Foundation Scholarships**

Melanie Brooks, MSU Development Office, provided a list of expendable department scholarship funds that do not have guidelines. She recommends that the department chairs review the list as some scholarships can be combined due to a low balance. Ms. Brooks provided a draft copy of guidelines in the event scholarships could be continued. Dr. Whaley requested that the department chairs work with Ms. Brooks directly to develop a plan for the funds.

**6. Travel Support**

The re-revised travel statement and policy for this academic year will read,

*Funds from the Dean's Office will support tenured faculty at a level of \$650 for the year; tenured-track faculty at a level of \$1500 for the year. **Travel** requests by lecturers will be handled in the Dean's Office on an individual basis, thus providing for flexibility and prudence.*

- 1. All travel requests of the Dean's office should first be routed to the respective department for funding support.*
- 2. Funding requests should be made prior to the travel and decisions will be based on the availability of funds at the time of the request.*

**7. Ed.D. Program**

The members discussed the Ed.D. program. The CAC will continue to monitor to the progress of the program development.

**8. Important Dates for September**

Dr. Whaley asked the members to look over their calendars and email the group with any important dates in September. To-date only a few have submitted dates for consideration

**9. COE Standing Committees 2012-2013**

The department chairs will review the document and make any necessary changes to committee members. Changes will be formalized at the next CAC meeting.

**10. Co-teaching**

This item was tabled and will be discussed at the next meeting.

**Adjournment**

Dr. Whaley adjourned the meeting at 3:10 pm.

Minutes respectfully submitted by: Trish Lofton