

Murray State University - College of Education

CAC Meeting Minutes

4/16/2013

Present: Jo Robertson, Alesa Walker, Robert Lyons, Ron Milliner, David Whaley, Tami Dandeneau, W.A. Franklin, Melanie Brooks, Trish Lofton (Recorder)

Absent: Ginny Richerson, Renee Campoy

Guests: Warren Edminster

Welcome/Setting of Agenda

Dr. Whaley welcomed everyone and called the meeting to order. The CAC members reviewed and approved the agenda. There were no additions or changes.

Updates

- Faculty Searches: Dr. Lyons stated that interviews for the ECE Department Chair position will be held on Thursday, April 18th. The Postsecondary position interviews will be held on Friday, April 19th and the following week. The Student Affairs search committee is in the process of selecting interview candidates. School Administration selection committee is hosting two candidates next week as well. Dr. Robertson said the Education Foundation selection committee has interviewed candidates and have made an offer. There are twelve applicants for the Middle School position. One CTE candidate has been interviewed with another candidate scheduled.
- Ed.D Program: Dr. Lyons stated the university approval of the Ed.D and Master's program syllabi has been completed. Dr. Wyatt is currently working on the CPE pre-application. Dr. Lyons is working with Dr. Jay Morgan to develop a budget. The program is still on track for a Fall 2014 launch. Future internal communication is needed to better inform faculty so they fully understand the type of students needed for the program. Dr. Whaley complimented Dr. Lyons on the Ed.D presentations he has made as well as the quick work to get the program off the ground.
- Development Update: Mrs. Brooks stated Racer-thon for COE has shown an increase of pledges over last year. There have been 328 pledges out of 967 calls. The average pledge is \$44.60 and the participation rate is 38.47%. In light of the recent Board of Regents action, no COE donors have withdrawn their contributions. The COE portion of the faculty and staff campaign has approximately a 15% total participation. She also reported that several new scholarship have been secured and will be ready for Fall 2013 awards. Mrs. Brooks asked if there is student interest in participating in the Americorp project. CAC members indicated there has been some interest shown. The program requires students to work 400 service hours over the summer at a nearby school family resource center and receive approximately a \$1400 stipend.
- Budget Update: Budget amounts, as well as carry-forwards, for next year have not been released. It is anticipated that academic programs may be up for another intense scrutiny within the next year. There are funds placed in renovation accounts to cover the cost of proposed renovation projects. - There will be enough monies to renovate the student lab. Mrs. Dandeneau recapped some of the renovations projects. One proposed addition is a touch screen informational device for the 2nd floor atrium and 1st floor by the elevators. -
- End of Year/Semester Update: The members reviewed several notifications of campus events scheduled throughout the remained of the semester. Dr. Whaley inquired as to the best way to learn about the events. Usually, the events are announced by invitation and not announced earlier within the year. The members also discussed several ways to recognize faculty, staff and students. The CAC agreed to host a special celebration for

student teachers next month. A committee was established to work out the event details. Dr. Robertson agreed to serve as chair with Dr. Campoy and Jeanie Robertson serving as committee members. The committee will also discuss creating an event for the fall graduates.

Guest Presentation: Warren Edminster, MSU Honors Program

Dr. Edminster shared with CAC members how the program provides ways to challenge honors students along with recruiting top students. He provided everyone with a guide on how to advise honors students. There is a specific academic curriculum that replaces the university studies courses. These courses can be incorporated into any major. The program has seen significant growth within the last four years. Dr. Edminster reviewed the types of courses that have been developed specifically for honors students. In addition to completing the Honors university studies courses, students also have to complete a study abroad course and write a senior honors thesis. He also explained how the honors courses are in line within the mandatory courses for admission to teacher education.

2+2 Site Celebrations

The members reviewed dates for the 2+2 site celebrations. Drs. Walker and Richerson will be attending the Paducah and Hopkinsville events, Dr. Hansen will be in attendance at Henderson and Dr. Robertson will attend the Madisonville event.

Request for Notification When Away

In order to plan future meetings and events, Dr. Whaley asked if CAC members would be willing to provide times when they are away from campus. This information would be placed on a shared Google calendar. The CAC members agreed to use a joint calendar. Mrs. Harlan will develop and monitor a master calendar for the group. The calendar will be named the CAC Travel Calendar.

Social Media/Electronic Update

Mrs. Lofton presented a brief report on the types of social and electronic media used for COE public relations. She stated news is promoted through Facebook, a new blog written by Dr. Whaley, an electronic newsletter sent through email to external constituents and partners, and an electronic newsletter sent to alumni by the Alumni Office. Other media outreach includes the COE website, press releases and printed brochures and publications. Mrs. Lofton presented a copy of the Fast Facts publication used as a talking point to discuss COE efforts. She stated that it was time to update the document and encouraged departments to submit items. A new publication, *Inside Track*, is in development. This publication will serve as an internal newsletter for college faculty and staff. It will be published in the spring and fall semesters. Dr. Whaley asked the CAC members to review the draft publication and welcomed them to provide additional items.

Mrs. Lofton stated the Ad-Hoc Social Media Policy Committee met on April 8th. She stated the committee agreed not to pursue the development of a college social media policy since there was not a formal university policy. The committee requested that Dr. Whaley discuss this issue at a Council of the Deans meeting. In the meantime, Mrs. Lofton will contact Dana Howard, MSU Social Media Marketing Manager, to discuss this issue with her.

Provost Candidates

All of the candidates have been interviewed. It is undecided on how quickly the President will select a new Provost.

Professional Growth and Evaluation System (PGES)

The Kentucky Department of Education is now utilizing the CIITS professional development portal to send information to teachers regarding the Professional Growth and Evaluation System. Dr. Walker stated the COE does have access to CIITS as "176th district" in order to understand how the system works.

Carryover Topics:

- PGES
- iPad/iPad Cart
- 2011 CPE Metrics Validation

Adjournment

Dr. Whaley adjourned the meeting at 2:35pm.
Minutes respectfully submitted by: Trish Lofton