

Murray State University - College of Education

Administrative Cabinet Meeting

01/21/2014

Present, Alesa Walker, Robert Lyons, David Whaley, Jacqueline Hansen, Barbara Washington, Renee Campoy, Tami Dandeneau, Trish Lofton (Recorder)

Welcome/Setting of Agenda

Dr. Whaley welcomed everyone and reviewed the agenda. The group reviewed minutes from the December 10th meeting as well as the meetings on November 19th and December 3rd. Dr. Hansen made the motion to approve the minutes with noted amendments. Dr. Walker seconded the motion. Motion carried unanimously. Dr. Whaley shared good news with the team. The Provost has approved the hiring of Dr. Washington as the full-time ACS department chair beginning July 1, 2014.

Updates

- Mrs. Tami Dandeneau: Renovations are still ongoing. She is working with Procurement to secure a new vendor to order atrium furniture. In addition to the furniture, an information booth will be installed in the atrium. Water bottle filling stations should be installed soon. The word art in student lounge has been installed. The word art for the student kitchen has been ordered. Mrs. Dandeneau has requested estimates for painting for entire building. She is waiting on an estimate for new flooring in the building.
- Dr. Jacqueline Hansen: Dr. Joyce Shatzer will retire at the end of the academic year. A job search will be conducted to fill her position. Dr. Sharon Gill will serve as chair of the search committee. The KATE Instructional Development Specialist search committee will be meeting to finalize the tier one candidates. The Instructional Technology faculty position paperwork is in the advertising approval process. Justification has been approved and a position number assigned. Mrs. Dandeneau made a suggestion to include a school district representative on the search committees. Dr. Hansen reported that Dr. Gill is investigating ways to get students' research published online. Dr. Hansen is also working on infusing the Charlotte Danielson framework of classroom management into courses to replace CHAMPS. She is also revising the syllabi for these courses. Dr. Hansen is preparing a CSC course syllabus to be submitted to Academic Council this semester. An ad-hoc committee with school district personnel, as well inter-departmental mix of faculty, will develop this course.
- Dr. Barbara Washington: Dr. Washington has been informed the soccer coach who taught the coaching soccer class is no longer employed at MSU. She is now searching for a faculty to teach the course. The new positions are being advertised. She is currently reviewing the middle school mega-practicum changes and how the faculty will be impacted. The plan is to revert back to the original method of practicum courses.
- Dr. Renee Campoy: She has met with the 2+2 coordinators to set an action agenda for this semester. They shared concerns about the middle school MID 395 course and would like to discuss it with the middle school program faculty. They would also like review the policy on when students are admitted to teacher education. The team discussed how the middle school changes would affect the 2+2 sites. Dr. Washington will call the meeting and include resource people from other programs to discuss the ramifications of the changes. The 2+2 coordinators also want to community professional development. The Paducah site is considering bullying professional development. The sites also want to provide PGES training. Dr. Campoy traveled to Christian County as part of Racer Roundup. A pool of forty students is being considered for MERRS scholarship. Dr. Washington requested to have more information on the MERRS conference. Faculty would be interested in doing sessions. Dr. Walker stated students would be available to conduct sessions as well.
- Dr. Robert Lyons: Faculty positions are still in the queue to be approved for advertising. Dr. Lyons reported that he received several Ed.D. program admission applications. The new Master's program is currently being advertised. Dr. Lyons asked Dr. Walker to consider promoting the new master's program to the pool of seniors. She suggested promoting all graduate program options. The team discussed ways to promote graduate programs to students at the celebrations. Dr. Lyons will take the lead in sending the email. CACREP material has been mailed. The counseling faculty are working on the counseling clinic. Informal study is being conducted on graduate student retention. The KATE Web Resources Coordinator search committee successfully hired Ginny Kelley as for the position. Faculty will be meeting on the HPE non-certification program meeting to show the proposed model. This program could be the catalyst to develop a Bachelor of Education Studies, which would be a non-certification degree. Dr. Lyons stated that 12 hour endorsements will be reviewed by CAEP. He will be working with Dr. Campoy on this project.

- Mrs. Trish Lofton: She has purchased a Facebook ad to market the Ed.D program. Initial advertising reports have been favorable. She has also met with program coordinators to redesign program web pages.
- Dr. Alesa Walker: She is working with Mrs. Dandeneau about ceiling issues in TQI offices. Mrs. Dandeneau stated the ceiling tiles were damaged due to problems with the heating/cooling system. She is hopeful that it will be replaced this summer. Dr. Walker stated she was working on the search for the database systems administrator position. Work has also been done on the two vacant TQI positions. She would like to hire people that can specialize in a content area. She is completing a job audit for the position held by Debbi Rogers.
- Dr. David Whaley: He and Ms. Katherine Farmer conducted a short session at the Spring Conclave on how to distinguish reputable research journals. They plan to conduct this workshop again during a brown-bag lunch so others can attend. The Vanguard project has grown with 6 -7 universities signing on to the project. Dr. Whaley and Dr. Campoy met with Bob Rogers and Kenneth Bargo regarding their interest in participating. They declined at this time. Currently, MSU and NKU are the only universities not participating. Dr. Whaley plans to contact Marshall and Graves Counties to see if they are interested. Dr. Lyons suggested investigating the possibility of using the 2+2 sites instead of the main campus.

SWOT Analysis from College Conclave meeting – next steps?

Faculty and staff provided positive feedback during the SWOT analysis. The members discussed the next steps for this project. They decided the information should be sent to the faculty. Dr. Whaley stated that staff should be involved in the process as well. He will send out the document college wide with an explanation.

Strategic Planning from the Administrative Cabinet Retreat – next steps?

Trish is going through the values and will identify the main themes. Once this is complete she will email the information to the group. This will be a slow but inclusive process.

Policy Change on Long Term Checkout of iPad cart/Policy Change on Replacement of iPads

A question was raised on whether it was feasible for a faculty member check out the iPads for an entire semester. The policy on long-term checkout will be revisited. The team also discussed the replacement of faculty iPads if they are broken. The team agreed that each department will review it on a case-by-case basis. It was also discussed whether iPads on the cart would be given to faculty for their instructional use. The members agreed the iPads would be kept for classroom instruction. The faculty will not be provided one unless they can provide a demonstrated need.

Coordinator Stipends

The stipends will not be approved in the future unless the new president approves this method of payment. The college will take a wait and see approach. No changes will be made at this time.

College Annual Report (magazine)

The report would be completed in May and be used for alumni relations and fundraising. Mrs. Dandeneau suggested the creation of a video to be used for recruiting undergraduate and graduate students. It could be used on the website. Mrs. Lofton will contact University Communications to set up a meeting to investigate this project.

Facebook Ad

Mrs. Lofton gave a brief report on the Facebook ad purchased for the Ed.D. program. The ads are easily created and can be purchased for any amount. This is a very inexpensive way to reach many people within the market area. Mrs. Lofton volunteered to attend department/program coordinator meetings to discuss various advertising and marketing opportunities.

College and Career Readiness Summit

The cabinet members discussed the possibility of holding the College and Career Readiness Summit. Mrs. Lofton gave details regarding the professional development that benefited every district in the region last year. The members expressed their support for the sponsoring the Summit. Dr. Campoy will take the lead and Mrs. Lofton will assist. KATE and TQI will be involved in the event. Dr. Whaley requested that this topic be added to the next meeting's agenda.

Bulletin Boards on the 3rd Floor

Dr. Whaley stated the 3rd floor bulletin boards need to be utilized. He asked about the process used to fill them. Mrs. Dandeneau stated that Mrs. Kellie Harlan would typically send an email to faculty and staff stating the bulletin boards were available. The team agreed that student groups should utilize one of the boards. The other board could be filled with faculty publications. Dr. Campoy will work with Ms. Tressa Ross to display COE Ambassador information.

CAEP

Dr. Campoy will be submitting the annual EPP report on April 18th. The team discussed the types of surveys that are being conducted to gather information. Dr. Hansen inquired whether the same EPP survey data could be used for CAEP. Dr. Campoy suggested conducting an inventory of surveys that are taking place. There could be a possibility that some of the surveys could be combined. Dr. Whaley will invite Dr. Kelly Wezner to the next CAC meeting so she could clarify the survey. The final report data will need to be posted on the web. Mrs. Lofton will work with Dr. Campoy to post the information. Dr. Campoy will also work with faculty to clarify which programs need to do specific assessments. Dr. Whaley asked Dr. Campoy to do a Q&A session in department meetings to clarify what data should be collected and reported. She will then meet with the program coordinators. This will be done before the CAEP conference in Nashville.

AED Device

Dr. Alison Epperson has made a request that the COE invest in an AED device for the building. There was an incident with a faculty and she felt a definite need. Dr. Whaley will discuss this with other deans to see how they are handling it. He will also review the necessary training, liability and cost.

International Master's Program

Dr. Washington stated a committee meeting will be formed to discuss an International Master's program. The department chairs plan to meet with Dr. Campoy prior to sharing information to the entire committee. The team discussed an undergraduate non-certification degree for international students. Dr. Whaley stated his first priority is to review options for programs for graduate students.

Other items

Dr. Whaley stated he plans research the cost of faculty getting SPSS. Dr. Lyons stated CTLT has a site license and the software can be provided to faculty.

Adjournment

Dr. Whaley adjourned the meeting at 1:30pm.
Minutes respectfully submitted by: Trish Lofton