

Murray State University - College of Education

Administrative Cabinet Meeting

2/18/14

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

Welcome/Setting of Agenda/Minutes

The members took a few minutes to review the agenda. There were no agenda changes. The members reviewed the minutes and approved with amendments.

Revisit Meeting Norms

Dr. Whaley suggested removing four of the meeting norms as they are an assumed norm. Dr. Walker recommended to remove the written record norm. The team agreed upon the norms revision. Dr. Whaley also reviewed the elements within the *Five Dysfunctions of a Team*.

Updates

- **Dr. Hansen:** The KATE Instructional Development Specialist will interview three candidates, including an interview presentation. The Reading Specialist position audit narrative has been approved and awaiting a position number. The Instructional Technology faculty position has been posted internally and will now be advertised nationally. Dr. Whaley stated that if an internal candidate applies, they must be interviewed but not necessarily hired if they are not qualified. Sparks Lecture will be April 1st with Judge Bill Cunningham. The next committee meeting will be Feb 24th. The faculty incentive grant recipients will be asked to do poster presentations prior to the event.
- **Mrs. Dandeneau:** Renovations are ongoing. She will be working with both Petter and Travis Supply for the clinic and atrium furniture. The storage area that is located inside the clinic is currently being cleaned out. She is checking salaries and account balances to determine if there are carryforwards and negative balances. Mrs. Dandeneau also offered her assistance as the department chairs conduct searches. She also has had one meeting with her Racer Roundup team.
- **Dr. Campoy:** She participated in her Racer Roundup visit at Christian County. They have offered to host MSU to recruit on senior dead day – a day when the other students are testing. A discussion followed on how each person's team visit was different. Dr. Lyons brought back information from his visit that highlighted the university's social media. Several ideas were generated in how the COE could leverage the Racer Roundup visits into recruiting sessions.
- **Dr. Lyons:** Two of the department positions have been posted and have received several applicants. The other two positions are in the approval process. Approximately eighteen applications have been received for the doctorate program. Dr. Lyons stated he is collaborating with Dr. Victor Raj to build a database for graduate recruitment. Dr. Raj could be a good resource for researching a vendor to build the COESIS database. A tuition savings program for graduate teachers is still being developed (15% discount) for face-to-face and online. In this program, the tuition cost will be the same for both types of courses. Undergrad HPE non-cert has gone through depart curriculum committee. Courses went through the college committee. Next, it will go to Academic Council for final approval. ELC is placing monies in renovations for the clinic technology. An open house/ribbon cutting will be held sometime in April for the Assessment and Counseling Center. The assessment team has been seeing clients and is generating enough revenue to support two GAs as well as the assessment materials. Dr. Alan Bakes has assigned two part-time interns to provide counseling for current students as a service from the Assessment and Counseling Center. He met with Dr. Bob Long regarding a potential center for leadership that could be used as a professional learning community. This could also serve as a grant-writing center. The new Master's in YNL program anticipated launch fall 2015.
- **Dr. Hansen:** She has formed a departmental leadership team with the program coordinators and CEE. Ms. Nancy Strong will be taking minutes for the meetings. Dr. Hansen has also developed a department communications area on Canvas to provide information to her faculty. She will be meeting with Dr. Cory Brown regarding the school professional development leadership project in order to get it off the ground. Mrs. Lofton agreed to help Dr. Hansen in developing an electronic communications process for students. She has worked with Dr. Campoy on the 2+2 programs. She is also working out issues with Dr. David Allen to re-establish for the CEE. There is a possibility of receiving a \$17,000 grant to help with the environmental education weekend. There will need to be a process to continually collect a fee to offset the per student cost. Dr. Allen will be reducing the number of workshops but will add a capstone project. The IECE program will be

expanding into Paducah area and will have a 2+2 agreement with Southern 7 Headstart and Shawnee Community College. Dr. Hansen is working with Pam Matlock and Dr. Jo Robertson on the program. They will be hosting some open houses to promote the program.

- Dr. Campoy: The Recruiting and Retention Center is open. Megan Pember has been hired on a temporary basis to do some research on the college needs. She is very interested in recruiting in the CTE area and has found some scholarships specifically for this program. One of the Center goals is to increase the minority enrollment to at least equal the university enrollment of 7%. Dr. Campoy discussed the CAEP changes. She will meet with the program coordinators about gathering data. Once they review the eight key assessments, most coordinators will see they already collect the information. Part C of the report requires the college to have a web portal for the assessments and other documents. Livetext will be used for the portal. She also reported that a grant renewal for the flipped classroom. Dr. Campoy plans to assemble a NCTQ team to review the report. Dr. Whaley has spoken with Robert Brown (EPSB) and Dr. Renee Fister (Faculty Senate) to explain the NCTQ report.
- Mrs. Lofton: Plans are being finalized for Educators' Day. The department chairs agreed to invite their faculty as well as their network of teachers. She is in the process of review current undergraduate and graduate brochures for revisions. She has also coordinated several communication pieces.
- Dr. Whaley: He has received notification that the college has been awarded a BALLANCE Foundation long-term grant to be used as scholarships for students in Hickman County, Fulton Independent and Fulton County. This is a good avenue for the superintendents to promote the EDU 104 course.

Standing committees/Policy Manual:

In reviewing the policy manual, there are some committees not on the standing committee list. Mrs. Harlan is in the process of updating the 2013-2014 document. She will revise the document footnotes based upon how the committee chair is selected. All was in agreement that the policy manual should be reviewed and revised. The team recommended uploading the manual to Google docs so everyone can make comments. The manual will be reviewed one section at a time. Dr. Whaley will facilitate the revisions. The standing committees document will be also be updated. Four new committees have been added: Admission to Teacher Education, Recruitment, Collegiate Faculty Award, and Collegiate Student Award. Dr. Whaley asked for recommendations on school representatives. The group also determined an election is needed for the Promotion/Leave Committee at-large member. The University has given approval for giving a staff award. It will be rolled into the Collegiate Faculty and Staff Award Committee.

Adjournment

Dr. Whaley adjourned the meeting at 11:30am.
Minutes respectfully submitted by: Trish Lofton