

MSU College of Education and Human Services

Transition Team Meeting

05/05/2014 • Weaver Room, Alexander Hall

Present: Robert Lyons, David Whaley, Jacqueline Hansen, Barbara Washington, Tami Dandeneau, Trish Lofton, Martin Jacobs, Lynn Patterson, David Allen, Paul Lucko, Kelly Rogers, Kelly Kleinhans, Meagan Smetana, Susana Bloomdahl

Welcome/Introductions/Orientation

Dr. Whaley welcomed everyone to the meeting. The purpose of creating the committee is to work as a group to answer many questions around the transition of the colleges. An example is how to merge the tenure and promotion policies to accommodate faculty from all units. He stated that as this process moves forward, the team would develop a list of questions and find those answers before the College Conclave in August.

Dr. Whaley stated the agenda open for discussion and is always in draft form. Dr. Kleinhans inquired whether the transition committee would continue to meet once the transition has formally taken place. Dr. Whaley expressed interest in maintaining a core group to continue the work of the transition team. It would serve as an ad-hoc committee until the transition is completed.

In discussing the role of the team, Dr. Jacobs stated this was an opportunity to create a new climate and culture while completing tasks such as merging the policy and procedure handbooks. Dr. Bloomdahl agreed this was an opportunity to create a good working relationship among the units. Dr. Lyons stated that this group would also have to deal with tough decisions of the merger. Dr. Rogers added that his department has undergone a considerable amount of change within their college. He stated timeliness is important in creating the structure of the new college. It is also vitality important for the units become integrated. The "blending" will be critical to the two new units. Dr. Whaley asked if there are other faculty members that should be included. Mrs. Dandeneau inquired if it would be appropriate to invite a student representative. Dr. Kleinhans stated this might not be the appropriate time to include a student. The other team members agreed. There will be a need to provide clear communication to students regarding the merger.

Creating Norms

In preparation for the day and for future team meetings, the members discussed the setting of norms. The purpose of norm setting is to encourage roles, trust, confidentiality, and respect among the members. It is critically important on how the team operates as a group. Dr. Whaley stated he would present the draft set of norms at the next Transition Team meeting.

Review of the New College Flowchart

Once the transition is formally recognized on July 1, COEHS will be the third largest college on campus. Dr. Whaley provided the team with an organizational flowchart prepared by Provost Morgan. Dr. Rogers asked for clarification regarding the dotted line that is connected to the Center for Environmental Education and Recreation and Leisure Services program. Dr. Whaley explained that although the Center appears to be a stand-alone center, it is not. Provost Morgan added that component to the chart to encourage future collaboration between the center and Recreation and Leisure Services program. Dr. Whaley explained the history of the discussion with the Provost regarding both programs. This chart also shows reporting lines as well as the structure of the new college. Dr. Lyons stated his understanding of the arrow line connecting his department to the Transition HDL Nonprofit Concentration and the HDL/Nonprofit Leadership Master's program is the collaboration of the programs. He has met several times with Dr. Bob Long regarding the programs and future opportunities. Dr. Rogers expressed his interest in the potential collaboration for the HPE and Recreation programs. Also identified on the flowchart is the idea to create a social work concentration for the HDL program.

Questions That You/We Have at This Point

Dr. Patterson asked about the Assistant Dean position since it will be vacant beginning July 1. The Assistant Dean position will not be filled until the fall semester has started. The in-house selection of the Assistant Dean will begin at the fall conclave to allow faculty to have a voice in the vetting process. Dr. Lyons has agreed to fulfill some of the Assistant Dean tasks until the selection process is complete, which should be in September. Dr. Lucko asked if a date had been selected for the conclave. It has been tentatively scheduled for Friday, August 15th. Dr. Whaley provided the group with an overview of the conclave.

Dr. Whaley requested the group to consider the possibility of utilizing a consultant, that specializing in college mergers, to provide workshops for the team and faculty/staff. He has spoken with Dr. Walt Gemelsch, former Dean of University of San Francisco, regarding the possibility of him working with the new college. Dr. Smetana stated it would be very important for the unit faculty and staff to get acquainted. As part of the workshop, a social event would be held as a way for people to meet. The consensus of the group was to proceed with scheduling the consultant.

Dr. Whaley inquired whether members on nine-month contract would be able to meet once the semester ends. The group agreed to meet even if some members cannot attend. Dr. Jacobs asked if budgets would be discussed in this process. Dr. Whaley stated that the team would provide transparency around this issue. The new department will bring their respective budget with CDI having a prorated budget based on their faculty FTE. A special line will be provided to assist the transition.

Next meeting

Wednesday, May 7th beginning at 11am in the Weaver Room with lunch provided.

Adjournment

Dr. Whaley adjourned the meeting at 11:00am.

Minutes respectfully submitted by: Trish Lofton