

**College of Education and Human Services  
Administrative Cabinet Meeting  
September 10, 2014**

**Present:** David Whaley, Robert Lyons, Tami Dandeneau, Susana Bloomdahl, Jacqueline Hansen, Barbara Washington, Alesa Walker, Cathy Bazar (events), Trish Lofton (recorder)

**Welcome/Review Agenda**

Dr. Whaley welcomed the group and reviewed the agenda. Congratulations to Dr. Robert Lyons on his appointment as Assistant Dean and to Dr. Susana Bloomdahl for her appointment as Interim Department Chair for ELC.

**Collegiate Events**

Mrs. Bazar reviewed the upcoming events within the college. The first event is a collegiate student worker meeting to review policies and office etiquette. The student picnic is September 18<sup>th</sup> with burgers, chips and ice cream for students. Educators Day is September 27<sup>th</sup>. To date, 270 tickets have been reserved with 172 people attending the tailgating meal. The meal includes burgers, hot dogs and sides. Dr. Dick Weaver has been selected for pre-game coin toss. All college faculty and staff will be invited along with educators within the region. This event is an opportunity to celebrate all facets of education. Homecoming will be on October 11<sup>th</sup> with the breakfast at Murray Middle School and Tent City following the parade. The information desk has logged 93 questions since August 15<sup>th</sup>. The bulk of the questions are coming in the morning.

**Update from Council of Deans Meeting**

Dr. Whaley attended the Council of Deans meeting which included representatives of the Hopkinsville Community College. Topics of discussion included a proposal to increase adjunct pay and salary compression.

**Budget for Other Instructional Funds Discussion**

At the onset of the COEHS blended college, additional funding was provided to support the incoming units and not affect previous college budget. Dr. Whaley will be meeting with CLHS and CDI to work out a process them using their funds.

**University/College Standing Committees and Memberships**

Dr. Whaley provided an updated list on the new standing committee lists. The team reviewed the list and provided feedback to him. Megan Smetana plans to step down from the CISR committee due to the time commitment required. Dr. Whaley opened the floor for nominations or recommendations from the department chairs. The team agreed to ask Dr. Mi-Hwa Park to serve on this committee since she has served on it before. Once the Transitions Committee reviews the revisions, the committee summary will be presented at an all-college meeting for their approval. The all-college meeting is tentatively set for the week of September 15. Dr. Hansen recommended that all committee minutes be posted on the COEHS intranet.

**KATE Strategic Plan**

The staff have begun work on a strategic plan for the organization. They want the administrative team to be aware of the work. It is multi-faceted and will be shared with the Administrative Cabinet on Google Docs. Dr. Lyons asked the team to comment on the document including questions.

**Faculty Incentive Grants**

Dr. Lyons has agreed to facilitate this project with a budget of \$15,000. An RFP will be ready soon and information should be provided in a few weeks, pending the transfer of funding.

**International Site Visit Grants**

RFP will be distributed and two grants (at \$4000 each) will be selected. Department chairs are encouraged to look at their funds to add additional monies.

**Access to the COEHS Listservs**

A new system is in place to monitor and approve any college-wide emails. Mrs. Lofton will serve as monitor for the COEHS faculty and staff listservs.

**Assessment Update**

Dr. Hansen has been approved to be on a CAEP site visit team. She is also serving on the MSU assessment team. She is working with a system to collect employer surveys for the college. A team will review the types of surveys and the cost factor. LiveText field experience module has been reviewed by the data team and will be a pilot program. "Data Daze" information sessions were held to assist with continuous assessments for academic and non-academic programs. Assessment plans are due October 1.

## Updates

- Dr. Lyons: KATE Director search screen for six Tier 1 candidates will be held next week. KATE team putting together a Top 10 FAQ technology sheet. If there are any technology purchases, please clear them through the KATE office to make sure it is compatible. He is currently transitioning into the Assistant Dean role.
- Mrs. Dandeneau: Lots of projects are being supported through the Dean's office so let her know if something is needed. She cautioned everyone to watch the late time sheets.
- Dr. Washington: Three searches CTE, FCS and Special Ed. HPE has begun discussion with CLHS to host a meeting for collaboration. Middle School program is meeting regularly on the 120 hours. Special Ed program is also in discussions about the 120 hours.
- Dr. Walker: TQI is re-advertising the position left open by Debi Rogers. An email has gone out about the department chair feedback for new faculty SB1 training. Ready to roll out PGES domain trainings for faculty. Fridays are not a good day for them. Kem Cothran is working with school administrators to provide PGES training. Alt/Cert training has been held and Special Ed Alt/Cert training enrollment is down. FEA Day fall conference is on October 23rd. Student teacher numbers have dropped and is the lowest number in many years. It has been difficult in making placements with the new practicum courses. KTIP training will be held on Saturday, Sept. 13th.
- Dr. Rogers: Social Work search committee will be interviewing candidates. NLS Program Director search will close soon. Dr. Rogers will be attending a CUBS meeting. These are directors of Calloway County non-profit organizations. He is working on revamping the Gerontology minor as well as an adventure therapy minor. MS in Nonprofit Leadership Studies should be approved and ready for enrollment in Spring 2015. Dr. Rogers stated over 40 nonprofit organizations plan to attend the Nonprofit Connections event on Wednesday, September 17th from 10-3. This is an opportunity for students to meet with the organizations.
- Dr. Hansen: There will be no Triple I report this year. The university will be taking steps to develop a strategic plan this year. A new Sparks Lecture team has been created and will be expanding the venue to incorporate the new units. Alison Epperson, Jennifer Wyatt, Melanie Brooks, and Mi-Hwa Park will serve as committee leaders. KEEC director, Ashley Brown, is now housed in the CEE. IECE is developing a Reggio course. Nancy Strong is working to develop a 4th course for American Sign Language. The Baby Signs course will be offered in the spring. Dusty Reed, instructional technology faculty, will be looking at creating a general instructional technology committee (including CSC faculty) to develop a course to replace CSC 199. Could be piloted next spring. The Provost provided funds to the Elementary program to pilot an elementary standardized test to identify students' content knowledge needs.
- Dr. Bloomdahl: She meeting with all program coordinators to understand their needs and goals. Brian Bourke has begun a writing group with his colleagues to support writing and research projects.
- Mrs. Lofton: She provided everyone the new social media address cards that will be used for recruitment purposes.
- Dr. Kleinhans: She thanked the department chairs for including her into their meetings. The Center has the clinic up and running with a waiting list. The faculty has finished a Lee Silverman training program specifically for speech and language impaired speech because of Parkinson's Disease. The Center is undergoing accreditation within the next two years and is revising the curriculum. Alumni council will be hosting a reception on October 10th at the beginning of Homecoming Weekend.
- Dr. Whaley will be out Monday - Wednesday of next week.

Meeting adjourned at 10:30am.