

**COEHS Administrative Council Meeting**  
**Weaver Conference Room**  
**September 24, 2014**

**Members Present:** Robert Lyons, Susana Bloomdahl, Tami Dandeneau, Jacqueline Hansen, Barbara Washington, Kelly Kleinhans, Kelly Rogers, Cathy Bazar, Trish Lofton (recorder)

**Guest:** Mr. Cooper Levering, KATE office

**Welcome/Agenda**

In Dr. Whaley's absence, Dr. Lyons chaired the meeting. He welcomed the group and reviewed the agenda.

**Computer Lab Printer System Proposal**

Mr. Levering provided a report of the student lab printing costs. The expense from the student printing is outweighing the amount that is recouped by copy fees. He proposed the implementation of printing software that will monitor and control the cost of printing through a cloud-based system. The system could reduce the student worker hours as well as the expense of paper and toner cartridges. The current copy charge system is not cost-effective. The team discussed various scenarios using the proposed system, which would utilize a print card similar to an iTunes card. The team shared concerns regarding the handling of cash money for the cards that allow students to print. The consensus of the group was to move forward on the implementation of the system.

**Events Update - Mrs. Bazar**

A college-wide student worker meeting was held and consisted of twenty students and six administrative assistants. The students were trained in proper work attire as well as customer service tips. The student picnic hosted 175 students, 34 faculty and 14 staff members. The caterer cooked 250 hamburgers for the event. Educators' Day will be held on Saturday, September 27th with 410 people registered, along with two superintendents and a few donors. Mrs. Bazar will be sending an email to solicit volunteers to set up and break down of tables and chairs the day of the event. Educators' Day recognition will happen pre-game. Spring schedules have been completed and sent over to the Academic Affairs office to process. She will be meeting with the administrative assistants to agree on a common format for the load sheet so the process can be completed online within the college. The goal is to have it created to use with the summer schedule.

**Transitions Committee**

Dr. Lyons stated there are still some topics and policies that need to be worked through such as tenure and promotion. He requested some input on where the focus should be shifted to now the main tasks are complete. Discussion followed regarding the types of tasks that could be completed through the Transition Committee. The consensus of the group was to utilize the Transition Committee to develop the mission and vision.

**Discussion of EDP 260 and EDU 103 Enrollment Caps**

The members discussed the topic of realistic enrollment caps for EDP 260 and EDU 103 courses. The cost of hiring adjuncts has skyrocketed over past years. It is not affordable to hire additional adjuncts if it is not completely necessary. Mrs. Dandeneau suggested adding a lecturer line with the primary purpose of teaching these foundation courses. An evaluation will be done to reduce the number of sections of various courses in the fall of 2015.

**Faculty Incentive Grants**

Dr. Lyons presented last year's RFP so the team could review the language and time frame for completion. The applications would be due by November 15 with a completion date of June 30th. The focus of these grants would be collaboration across disciplines within COEHS. Language will be included in the application to express the importance of the collaboration. The group also discussed the rubric for scoring the grant. The rubric will be available so faculty can see how proposals will be rated.

**Updates**

- Mrs. Lofton: She reminded everyone that MSU Homecoming is October 11<sup>th</sup>. She is making plans for a web overhaul will be taking place sometime in late fall.
- Dr. Kleinhans: no updates
- Dr. Hansen: expanding environmental education sites, NCTQ has asked IECE for more syllabi, she offered help department chairs with QEP.

- Dr. Bloomdahl: still learning new role as Interim ELC Department Chair. The Assessment and Counseling Center may be changing the name.
- Dr. Rogers: The NLS faculty will be interviewing program director candidates soon.
- Dr. Washington: Still searching for FCS and CTE candidates. Revising curriculum for middle school teacher leader program and undergraduate program
- Mrs. Dandeneau: a meeting with Dining Services will be held to iron out some catering issues.
- Dr. Walker: working on FEA Day on October 23rd at the Curris Center. Sessions will be 45 minutes long. TES has had the second teacher orientation and have one left. Interviews of student teachers are taking place.
- Dr. Lyons: Meeting weekly with KATE staff. Curriculum process is in development. The Graduate Studies Committee paper work is going electronic via Google Docs.

Meeting adjourned.