

College of Education and Human Services

Administrative Cabinet Meeting

October 15, 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 to the meeting. The next meeting will be on Tuesday October 29th at 8:30.

Events Update

Mrs. Bazar reported on the Homecoming breakfast. There were 105 people in attendance. She asked the group for feedback to make appropriate changes for next year. Dr. Lyons suggested having a tent placed outside the school so alumni and faculty had a place to gather for the parade. Guests commented that it was nice the event was free and the structure of the event. Dr. Rogers stated tent city went well with the help of Criminal Justice, Social Work and the CDI student groups. They did a great job with the organizing this portion of Homecoming.

New Endowment

Dr. Whaley reported on the \$150,000 endowment established by Dr. Bob Long and his wife Patricia. Another \$150,000 will be matched for a total of \$300,000. This endowment will fund approximately 8-9 scholarships at no more than \$2,000 each.

Tenure/Promotion and Leave Committees

Dr. Whaley researched the policies from faculty senate for the university and colleges. He has found that departments have their own policies. It is important to have consistency across the college. His goal is to make sure all departments are in agreement with the policies for the two committees. Dr. Whaley requested a copy of the department policies for the selection of committee members for Tenure and P/L committees.

Council of Deans Meeting Update

Provost Morgan has asked the deans to submit 3-5 risks for the colleges as part of the strategic planning. The group agreed on the decrease in operation funds, grant writing, recruiting faculty, student placements, and international travel.

Collaboration Grants

Dr. Lyons stated the collaboration grant RFP has gone out to faculty.

Assessment Update

Dr. Hansen stated the IECE team has been asked to submit additional syllabi for NCTQ. They will not be rating IECE programs but are working towards an assessment. The departments are not looking to submit data middle school and special education. New ratings will be coming out fall of 2016. The undergraduate reading team is working towards achieving a four-star rating from NCTQ. She thanked everyone for their support in turning in assessments. The report for non-education units will be completed soon. Dr. Hansen provided the group with the assessment plan for 2014-2015. She pointed out some of the changes/additions to the plan.

29.9-hour Rule for Hiring Part-Time Employees

Dr. Whaley provided the team with clarification on hiring part-time employees (adjuncts). Adjuncts must stay under the 30 hours in order to maintain the part-time employee status.

Faculty Color Copier

There are two copiers that are used by faculty. One copier is black/white with copy codes and one that is a color printer. The number of color copies has increased exponentially since it is not monitored by a code. The cost of the printer cartridges is extremely expensive. Drs. Washington, Hansen, and Lyons along with Mrs. Dandeneau will serve as a work

group to develop a recommendation. Dr. Lyons will convene the meeting. Mrs. Dandeneau has asked the department administrative assistants to suggest a solution as well.

Internal Hiring of Tenure Track Faculty

Currently, it is permissible with Human Resources to conduct an internal search and fill a tenure-track position with a one-year late faculty member if that person meets the minimum qualifications.

Annual Evaluation of Senior Faculty

A question has been raised regarding an annual evaluation of tenured faculty. Each department must have evaluations. A policy must be in place stating evaluations are mandatory. Adjuncts must also be evaluated annually.

Other topics

Dr. Rogers stated that senior lecturers were not eligible to vote in the faculty senate election. It was suggested that this topic be addressed at a future faculty senate meeting.

Dr. Lyons stated the KATE Director search is on-going as no candidate was selected.

Dr. Hansen stated there has been a MAT course change within the elementary programs. She has been working with faculty to get a doctorate position in the off-campus sites. Dusty Reed is spearheading a committee for the instructional technology courses.

Meeting adjourned at 10:30am.