

# **College of Education and Human Services**

## **Administrative Cabinet Meeting**

### **November 12, 2014**

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

**Absent:** David Whaley

#### **Welcome/Review Agenda**

In Dr. Whaley's absence, Dr. Lyons welcomed everyone and reviewed the agenda.

#### **Events**

Mrs. Bazar provided an update on upcoming events. The Christmas Potluck will be held on Tuesday, December 9th. The graduating student teacher celebration will be held on Friday, December 12. Mrs. Bazar has received all the department schedules on Google docs. There is fine-tuning taking place but the transition of an electronic master schedule is nearly complete.

#### **Monthly Leave Reports**

The issue of late monthly leave reports has been a pressing topic with university administration. Dr. Whaley requested the cabinet members discuss ways faculty can take ownership in not reporting leave. The group agreed to deal with the situation within each department.

#### **Status of Collaborative Grants (Faculty Incentive Grants)**

The deadline for the grant proposals is November 15. Past grants had been scored using a rubric by a committee. The department chairs along with Mrs. Dandeneau agreed to serve as scorers for the new grant proposals.

#### **Council of Dean's Meeting**

Dr. Davies attended the Council of Dean's meeting. The deans were reminded to conduct annual reviews of all faculty including tenure and/or senior faculty. Dr. Morgan is working on plan for faculty transitioning to retirement. Analysis is being conducted on the summer school faculty compensation percentage and that amount could change. Dr. Lyons will discuss this issue with Dr. Brian Vanhorn to find out more information.

#### **CPE Performance Scorecard**

Due to the mid-stream change in measurement from top 15% to top 25% by CPE to align with EPSB. The COEHS 2012-2013 score was 19.2% with the 2013-14 is now 23.2%, an increase.

#### **NCTQ/Assessment Update**

NCTQ has now rated universities on rigor. They previously stated universities would receive the rigor standard criteria prior to a rating but it was never received. MSU did not meet their rigor standard, according to their standard criteria. NCTQ has reported that the MSU teacher programs were passing too many students and the programs are not rigorous enough. Dr. Hansen is working on this issue and will address the report. She stated the elementary reading program has worked diligently on submission of materials to increase the rating. A new model is being created to update teacher and school district information for data collection. The department chairs agreed to use the same survey as last year but find a better way to analyze the data. The QEP reports have been submitted for the COEHS. The Learning for Life portion of the report will use field experiences. TQI will be working on scholarships for hardship cases that will be used for the QEP. Melanie Brooks is working to find donors for this project.

#### **Faculty Profile**

Mrs. Trish Lofton has developed on an online form to collect profile data on faculty. This information will be used on the web as well as a special feature for social media. She also developed an online form to spotlight students as well. This will be implemented immediately.

### **Vacancy Recapture**

Dr. Whaley stressed the importance of filling all vacant positions.

### **Copier/Student Copy Cards**

PaperCut has been implemented without many issues. Since the implementation on Monday, November 10th, the student lab printing has been cut significantly.

### **Strategic Planning Update/COEHS Policy Handbook**

The mission and vision are currently being developed through the Transition Committee. The Transition Committee will begin work on a policy handbook with the Strategic Planning Committee working on the mission and vision as well as a plan. Dr. Whaley requested the department chairs to select a faculty member to serve on a work group that will develop the new policy handbook. The committee will need to meet before the end of the semester.

### **Updates**

Dr. Hansen: She working on revising some of their courses to strengthen literacy.

Dr. Bloomdah: The PSE showcase was successful. Dr. Wilson has begun information sessions for the Ed.D. program. The Counseling and Assessment Center will have a ribbon cutting on Tuesday November 18th at 1:30.

Dr. Walker: She needs a driver for one of their field experiences. Mamie Padgett has a retirement reception next week.

Dr. Rogers: NLS is in negotiation with a candidate to fill the Program Director position.

Dr. Washington: Several middle school program changes have been sent through PRC. There is a continued search for a CTE candidate. A task force is looking at a MAT degree for the future. Teacher Leader capstone event was a successful.

Dr. Lyons: KATE held a student STLP Showcase last Friday. KDE wants to begin using Google software for education. The staff will be attending some intensive training to assist with several districts piloting the software.

Mrs. Lofton: She is working with Dr. Dusty Reed on promoting EDU 222: Instructional Technology course that will be available for the Spring 2015 semester.