

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

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

**Welcome/Review Agenda**

Dr. Whaley welcomed everyone and reviewed the agenda.

**Updates/Announcements:**

- Dr. Bloomdahl stated she had two faculty going on sick leave and is conducting searches for two additional faculty lines.
- Dr. Kleinhans stated she has a search ongoing on for her a position in CDI.
- Dr. Rogers reported that Dr. Peter Webber has accepted the position of NLS Director. He will be starting January 15th. The new MS in Nonprofit Leadership Studies was approved by the Board of Regents.
- Dr. Walker attended the PARC meeting. They discussed several regulations that the COEHS need to be aligned as well as the types of assessment types. She provided copies that discussed the regulations and the new regulations.
- Dr. Hansen stated the assessment team is beginning to prepare for the CAEP visit. She will be working with program coordinators to begin the process. With help from Drs. Washington and Walker, she has developed a system to gather data from the field experience hours. She has developed training for faculty on the FEM system.
- Dr. Washington has concluded her search for Special Education faculty.
- Mrs. Bazar gave an update on the student worker party and the holiday potluck. She thanked everyone for their assistance. The graduating student teacher celebration will be held on Friday, December 12. She is finalizing the enrollment for fall 2014 classes, room changes are being finalized for the spring 2015. The summer schedule is due before the end of the semester.
- Mrs. Lofton stated the MSU website will be undergoing major renovation. Web Management will be migrating over to a new system and will be trained in January. The rollout will take place at the end of January.
- Dr. Whaley invited the chairs to attend the CAEP conference.

**EPSB Notes**

ETS cut scores are being changed. The score changes will become effective September 1, 2015. Dr. Whaley raised many questions at this meeting on how ETS determined the new cut score and the impact of these tests. ETS will provide a report that will provide the old scores and new scores along with the impact. An ETS representative is willing to visit MSU to speak with students and faculty to answer any questions regarding the new scores and the impact of the changes.

**Transitions Committee**

Due to the holiday potluck, Dr. Whaley rescheduled the Transitions Committee meeting. Mrs. Bazar will send out a Doodle poll to schedule a meeting.

**Supplemental Fund Requests**

These requests are due today, December 10th and should be sent to Dr. Whaley before 4pm.

**Academic Council Meeting**

Dr. Whaley provided a copy of the upcoming Academic Council meeting. He asked for input prior to the meeting.

**Marshall County School District Request**

Abby Griffy has requested Dr. Whaley to do a walk-through of a couple of Marshall County elementary schools. She stated some of the student teachers have expressed their concern over not being prepared to teach as well as being prepared for TPGES. He invited the members to join him if schedules allow.

**Board of Regents Meeting**

The members were provided a copy of the agenda from the meeting. The early retirement proposal passed as well as the 1% raise, tobacco free campus and restructuring of the Communications office.

### **Summer School Proposal**

A new proposal for Summer School changes will be voted on at the February Board of Regents meeting. The pay for summer school courses will be based on enrollment. If the course has less than three students enrolled, it can be cancelled. If there are four or more students are enrolled, the course must be offered. If the minimum of enrollment is offered, the faculty are highly encouraged to teach the course.

### **Academic Bulletin Proof**

The proof has been distributed for the upcoming Academic Bulletin due January 16th. Dr. Lyons has the proof for the departments to review. January 30 is the deadline for undergraduate programs and February 23 for graduate programs. All changes must be approved by Academic Council.

### **Faculty Transitional Retirement Contracts**

The Provost is working towards a revised faculty transition to retirement policy. More details will follow.

### **College External Advisory Committee**

There is a need to form an external advisory committee for the College. Dr. Whaley will be discussing this individually with each department chair. He will develop a draft plan to bring back to the Administrative Council.

### **College Student Advisory Committee**

This committee would provide students to have a voice to express concerns and discuss various types of issues.

### **Outcome with this Year's CPE Performance Metrics**

One of the metrics directly addresses education students who are in the last year of their program and how they score on their exit exam. Dr. Lyons has analyzed the data regarding the PRAXIS series and provided insight into their scores. Out of his analysis, he is investigating the idea of converting one of the small labs in Alexander Hall into a formalized testing center.

### **Minor in Education Status**

Progress is being made towards creating a minor in Education. Dr. Lyons has secured agreements from the faculty developing it in order to pursue discussions with other assistant deans in other colleges on campus.

### **Returned Money on Grants**

There is an issue where a few grants have had money returned to the grantor.

### **MAT**

The committee is moving forward with the program and looking at how to market it.

### **Should Department Chairs Serve as a Search Committee Chair**

Dr. Whaley asked the members to weigh in on whether department chairs serve as a search committee chair. The members agreed that the department chair should not set on the committee but stay involved. If the chair is hiring a non-exempt staff member, the chair should be involved in interview process.

### **Rotary Presentation in February**

The Murray Rotary Club features a guest speaker each month. Dr. Whaley has secured the month of February for a presentation on the COEHS. He would like to get students to help with the presentation. He asked the members to submit student names.

### **Preliminary Planning for Policy Manual Development**

Postponed until a discussion is held with the Transitions Committee

### **NCTQ**

The COEHS did not meet Standard 19 that addresses rigor. Dr. Hansen submitted data to prove that the college does meet and exceed this standard.

**Special Foundation Monetary Award for Our Consideration**

A small gift was given to the college for their Fund for Excellence which is unrestricted. This could be used to assist student teachers struggling with expenses or ways to fund the work towards additional grant submissions, as an example.

Meeting adjourned.