

College of Education and Human Services
Administrative Cabinet Meeting
April 1, 2015

Present: David Whaley, Tami Dandeneau, Robert Lyons, Jacqueline Hansen, Barbara Washington, Alesa Walker, Kelly Rogers, Kelly Kleinhans, Melanie Brooks, Trish Lofton (recorder)

Welcome/Review Agenda

Dr. Whaley welcomed everyone and reviewed the agenda.

Updates:

- Mrs. Bazar gave an update on the Administrative Assistant conference. She will be sharing tips at the next Administrative Assistants' meeting.
- Mrs. Lofton reported that a GA would be hired to assist with web projects.
- Mrs. Dandeneau is working with the faculty to see who is interested in having their office carpeted. The first and second floor will be carpeted.
- Dr. Barbara Washington stated Dr. Stormer and her middle school students held a parent training. The special education candidate will be interviewed next week. CTE and FCS positions are being re-evaluated.
- Dr. Kleinhans stated the reaccreditation process would begin soon. Most of the graduate students passed their comprehensive exams. She now has a full time administrative assistant and is in the process of hiring additional faculty. Renovation requests have been submitted for their new throat observation laboratory.
- Dr. Hansen hosted work sessions to assist program coordinators with completing assessment plans. She has been working with the CAEP Accreditation Team. Dr. Lynn Patterson co-presented with students at a math conference. The Kentucky Reading Project students presented at a state conference. Ashley Holland, 2+2 coordinator, is leaving her position. Dr. Jo Robertson has announced her retirement.
- Dr. Lyons stated that Tressa Ross has taken the lead in organizing the COEHS Summer Orientations. She is the point of contact for the COEH recruiting. Dr. Lyons asked the members if they would agree to post recruiting documents to Google docs. The members agreed with this new system. The COEHS Technology Committee will be meeting on April 22nd and will be discussing the iPad 2 as they are obsolete and will not be supported by Apple. The committee will also be discussing the replacement of computers in the lab. The last graduate and undergraduate meetings have been held. As well as the last PRC meeting.
- Dr. Walker stated the SED 300 students would be going to Hopkinsville. KFETS notes are now online. More people are needed to be KTIP coordinators as many have resigned. The Admission to Teacher Education committee is considering rolling admission, meaning that students would be enrolled as soon as their criteria is received.
- Dr. Kelly Rogers announced the CRJ career fair on Monday, April 6th.
- Mrs. Melanie Brooks had donor visits in the cities where the Racers were playing. Dr. James Frank, former HPE professor, passed away recently. On April 14-16th, Dr. Long will be fundraising for the Giving Back Endowment. He is garnering student participation to become founders in the endowment. The groundbreaking on the new engineering building will be April 10th.
- Dr. Bloomdahl stated the Counseling program honor society is hosting a CPR training on April 10-11. The School Administration position is being re-organized and will not be filled at this time. The School Psychology position was a failed search.
- Dr. Whaley stated he has been traveling frequently to the Northern Kentucky area for statewide meetings. He has been attending the Kentucky Rising project meetings which is a CPE program. Dr. Whaley reminded everyone that programs wishing to host their own career fair, it is mandatory to contact Career Services. It must be organized according to their protocol. Dr. Higginson is working with a committee to create a new policy handbook for the COEHS.

Dean's Office Update

Fall text book orders are due today. The scheduling of probationary faculty evaluations will begin the week of April 13th. Mrs. Bazar will be working with the Administrative Assistants to have an in-depth training on running balances and budgeting reports. She will be meeting with them to review the new scheduling system to see how it is working. The department chairs asked Mrs. Bazar to host a small training with them to review the system. The COEHS International Luncheon will be held on Friday, April 3rd. The faculty that hosted study abroad experience will provide an overview of their trips. The student scholarship banquet will be held on April 6th from 6:00pm - 9:00pm in the Curris Center. The Sparks Lecture will be held on May 4th 5pm - 7pm. President Daviess will be the speaker.

Fall 2016 Admission Requirements

The new policy has had a first reading. There are four tiers in which a student can be admitted. The tiers are based on composite ACT scores. Any student that is conditionally admitted in Tier 4 will be advised through the Center for Academic Success. Dr. Lyons reviewed the incoming student data to analyze what tiers they would be admitted. The advising center will be restructured to meet the new undergraduate admission policy. Dr. Whaley suggested that Fred Dietz speak to the Cabinet members at a later meeting.

Meeting adjourned at 10:36 am.