

**College of Education and Human Services**  
**Administrative Cabinet Meeting**  
**April 29th, 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 to the meeting. There will be a brief update from the units as well as meeting with Dr. Van Horn.

**Events**

Mrs. Bazar stated there are three events finals week - Sparks Lecture, End of Year Celebration, and the Graduating Student Teacher Celebration. Mrs. Brooks gave a short history of the Sparks Lecture Series. This will be the first year Harry M. Sparks, Jr. and his wife will be in attendance. Dr. Jo Roberts will be acknowledged for her retirement during the End of the Year Celebration. In light of the numerous student/faculty awards, Mrs. Bazar created a Google spreadsheet with all of the awards and how they are selected. She offered to share the spreadsheet with the department chairs. Other department graduation events are taking place next week as well.

**Course Fees**

Dr. Whaley, Dr. Lyons and Mrs. Dandeneau met with Jackie Dudley regarding course fees. The course fees are now going to be put into a designated account so it can be easily tracked. She asked the department chairs to evaluate the expenditures that will be taken out of that account. She will need an approximate figure so she can complete budgeting planning. There is a moratorium across campus for any new course fees as well as an increase current course fees.

**Provost Council Meeting**

Dr. Whaley reported that council discussed of the use Foundation funds, program advisory councils, and potential for merit increases.

**Open Dialogue with Dr. Brian Van Horn, Dean of Regional Academic Outreach**

Dean Van Horn stated CEAO name has changed to Regional Academic Outreach. Dr. Van Horn reported on summer school as well as the regional campuses. The group also discussed how the campuses receive materials and resources. Dr. Van Horn also reported on some of the upgrades for ITV.

**Copier**

Dr. Washington stated that the main copier is at it's service limit. If a new copier is needed, she recommended that all three departments as well as the dean's office split the cost. The department chairs will discuss this in their Chairs meeting and come back with a solution.

**Other Dates**

- New Faculty Orientation – August 13, 2015
- Back to School Convocation Breakfast – August 14, 2015 at 8.30 a.m.
- College Convocation- August 14, 2015 at 10 AM
- Presidents Concert – November 3, 2015 at 7.30
- Provost Concert – April 12, 2016 at 7.30 p.m.
- Scholars week 2016 - April 18-21, 2016
- Faculty Recognition Banquet - April 21, 2016 at 6:00 p.m.

**Transition Committee**

Dr. Whaley stated the project of the combined Policy and Procedure handbook was behind schedule. This will be an important project for the summer. Dr. Whaley asked the department chairs to revisit their faculty member representatives.