

College of Education and Human Services Administrative Cabinet Meeting 5/29/2015

Present: David Whaley, Jacqueline Hansen, Susana Bloomdahl, Paul Lucko, Robert Lyons, Alesa Walker, Melanie Brooks, Barbara Washington, Tami Dandeneau, Cathy Bazar (events), Trish Lofton (Recorder)

Absent: Kelly Kleinhans

Welcome

Dr. Whaley welcomed everyone and reviewed the agenda. He requested that the cabinet meetings take place once a month through the summer. The group agreed.

Dean's Office Update

Mrs. Bazar stated spring enrollment numbers are now up to date on the shared Google document. She plans to schedule a meeting on how to use SSB for budgets/expenditures and on the course master schedule. The summer schedule is being cross-referenced with MyGate. The first college-wide event is the Fall Conclave in August. Mrs. Lofton stated all of the Administrative Cabinet meeting minutes are up-to-date and have been uploaded to the intranet (coehsnet.murraystate.edu).

Educators' Day

Dr. Whaley gave a brief history of the event. He stated it was a way to celebrate all educators. The members discussed possible dates according to the football schedule.

Provost Council Meeting Update

Dr. Whaley stated that Provost Jay Morgan will be stepping down at the end of June. He will be "on loan" to the CPE as their Chief Academic Officer for the upcoming academic year. Dr. Tim Todd has been selected as Interim Provost. Dr. Whaley stated there is a possibility of new campus technology that could possibly supplant COESIS. This is a campus-wide project that is being coordinated through the Provost office. The fall QEP was discussed as well as experiential education. There are proposed *Faculty Handbook* revisions from Faculty Senate.

Salary Savings Summary

A report was given to the group about the salary savings for the college. This is money saved when an open position has not been filled. A percentage of this amount is kept by Central Administration.

Rolling Admissions to Teacher Certification Program

Dr. Walker stated the admission process will be processed through the Recruiter online program. For the benefit of students, admission to teacher education will be converted to a rolling admission. Once a student has met all of the admission requirement criteria, the application will be reviewed at that time instead of waiting for a committee meeting to approve. Paper applications will be accepted through August. After that point, the application process will be online. The Admission to Teacher Education committee will continue meeting to address negative flags and review positive flags. Dr. Hansen made a motion to approve the new rolling admissions policy. Dr. Washington seconded the motion. The vote was unanimous.

LiveText Requirements

To assist in meeting the 120 credit hour requirement, some of the core education courses have been approved as university studies courses. In the past, all students were required to purchase LiveText. Dr. Hansen made a motion to require all undergraduate students taking any education courses as well as those seeking teacher certification purchase LiveText. Dr. Walker seconded the motion. The motion passed unanimously.

Development Update

Mrs. Brooks stated there will be an major campaign that will launch in July. The Giving Back Endowment has several other activities taking place in the fall. The group asked Mrs. Brooks to investigate avenues to provide scholarships for LiveText subscription.

Assistant Dean Update

Dr Lyons stated that KATE satisfaction surveys helped facilitate several changes in student worker staffing. The new KATE Director, Dr. Jennifer Earls, will begin July. Eric Rich is out on medical leave. The Recruitment and Retention Center is very busy with Summer O sessions. The Advising Center is undergoing some changes for fall. A question was raised about the computer lab usage. There is a marketing plan in place to make students more aware of the lab availability. Dr. Hansen inquired about the PRAXIS lab. Dr. Lyons stated this was a work in progress. There will be monthly sessions to help students prepare for the PRAXIS.

Updates

- Dr. Whaley: The fall conclave will be held on August 14 at 10:00am. He requested the dates for department meetings that will be held that afternoon to greet faculty. He is working to establish a college advisory council.
- Mrs. Lofton: She reported that a new student worker has begun work on the web site. New banner stands and other marketing materials are going to be developed over the summer.
- Dr. Hansen: She served on the search committee meeting for the Henderson 2+2 program coordinator. CAEP data is being collected. Kentucky Reading Project will be held in Paducah this summer.
- Dr. Bloomdahl: The School Psychology position has not been filled. The School Administration position will be advertised and hopefully filled in the spring.
- Dr. Washington: Dr. Cindy Clemson has been hired to fill the Special Education position. A CTE candidate will be on campus soon. She is collaborating with Daniel Hepworth on a severe behavior certificate.
- Mrs. Dandeneau: She is working on the carpet order which should be starting in June. Due to a large number of requests from outside organizations, the Dean's office has made the decision to charge for room use. A room fee waiver has been created if there are extenuating circumstances. Student and campus organizations may still use the rooms without a fee. A cleaning fee may be charged to all groups if the room(s) is not left as it was found. She reminded everyone to watch budgets closely as it is the end of the year.
- Dr. Lucko: Several collaboration projects taking place with NLS and CRJ. The new MS in NLS will be launching in the fall. Carr Health building will be closed after hours this summer.
- Dr. Walker: A new employee, Susan Krieb, has been hired.
- Mrs. Brooks: Ben Littlepage has been working closely with the Development office with their QEP.

The next meeting will be held on June 24th.