

**College of Education and Human Services
Administrative Cabinet Meeting
8:30am • June 24, 2015**

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

Absent: Kelly Kleinhans, Cathy Bazar

Welcome/Review Agenda

Dr. Whaley welcomed the group and reviewed the agenda. He stated it has been difficult to work through the agenda. He proposed to have a monthly cabinet-wide meeting as well as a sub-group meeting to discuss program issues or accreditation. The cabinet agreed to have a monthly meeting and then schedule an ad-hoc two weeks later, as necessary. The next Cabinet meeting is July 22nd. The August meeting will be held on August 12th.

CAEP Update

Dr. Hansen stated that the EPSB and CAEP are under new leadership. EPSB new program submission is in September. She requested that the chairs review the list of new program submissions. Drs. Whaley and Hansen attended a CAEP review training. Dr. Hansen stated that every part of the accreditation system is extremely data driven. All of the program assessment instruments are being thoroughly reviewed. Dr. Whaley provided a handout on the CAEP standards. There is a new standard that addresses program impact that addresses student learning and development, classroom instruction, and schools as well as the satisfaction of completers.

Travel Support

Dr. Whaley explained the travel support policy to the group. Travel support is provided to tenure track (not tenured), tenured and lecturer. Faculty may request additional support from their department chair or the college on a case-by-case basis. The Dean's office travel support policy for the 2015-2016 year is \$1500 for tenure track, \$1000 for tenured, and \$500 for lecturers. The group agreed to the amounts.

Proposed Vision Statement (draft)

Our College will be recognized for producing graduates who foster excellence in their communities.

Dr. Whaley asked for input from the cabinet members. The members proposed the following: *Serving communities through excellence.* The members approved the new vision statement.

Development Update

The Development Office is preparing goals for the new year. Mrs. Brooks will be reviewing her list of prospective donors. The "silent" phase of the new development campaign will begin within the year. She will be submitting a calendar of events to connect with alumni. BMC is developing alumni profiles by region. Three of the profiles will be from COEHS. Mrs. Brooks requested the group to provide her with ideas for gaps in scholarship needs such as testing fees, graduate students and residential needs for internships.

Policy Handbook

Dr. Whaley proposed to continue utilizing both COE and HSHS policies for Promotion and Tenure. He would like new faculty to declare in writing which handbook they choose to follow. The current tenure-track faculty will also need to declare the handbook they are following. The group agreed.

University Strategic Plan

Dr. Whaley stated that the COEHS was involved in a particular objective within the strategic plan. The project is Kentucky Rising.

Summer Camps

Dr. Lyons gave a brief review of the summer camps taking place in the college. He proposed creating structure and policies that would be applied to all youth programs within the college. He will be meeting with the respective department chairs.

Updates:

Mrs. Lofton - new recruitment brochures and banner stands are in the works.

Mrs. Dandeneau- new carpet coming soon. Tile is done

Dr. Washington - FSC candidate is coming to campus. CTE spousal employment is in the works for the CTE candidate.

Mrs. Brooks- there is a chance that there will be a special MSU Maker's Mark bottle.

Dr. Lyons- Jennifer Earls, new KATE director is now on campus and starts July 1. Working with Tressa on Summer O and the recruitment process.

Dr. Walker- KTIP training is taking place. She is still working on the data system.

Dr. Lucko - Governor's Scholar students will be in Carr Health next week. The Carr Health building will open up in the evenings beginning July 1.

Dr. Bloomdahl - The School Psychology position closed with two candidates. The School Administration position will close September 15th. Interviews will be held in the fall. Jennifer Wyatt has officially resigned. A search is underway for the HDL program. Alyssa Dodson and Landon Clark will be late hires for the fall semester

Dr. Hansen - ECE has a Distinguished Educator to develop minority faculty. A late hire will be done for Jo Robertson's position and a search will be conducted during the fall.

Dr. Whaley - working on an accreditation review team for an Ohio university as well as probationary faculty letters.

Meeting adjourned.

Next meeting: July 22nd.

Minutes respectfully submitted by Mrs. Trish Lofton