

**College of Education and Human Services**  
**Administrative Cabinet Meeting**  
**9:00am • August 12, 2015**

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

**Welcome/Review Agenda**

Dr. Whaley welcomed the group and reviewed the agenda. He stated there are many topics to discuss so the meeting will go to 12pm.

**College Enrollments:**

Dr. Whaley provided the group an enrollment report for fall 2014. According to the report, undergraduate enrollment had a slight increase over 2013. Graduate enrollment saw a slight decrease.

**CAEP/EPSP Update**

Drs. Whaley and Hansen provided a joint report on CAEP and EPSP. Dr. Hansen stated she continues to collect data for the CAEP visit. The next MSU data collection and the EPSP program submission forms are due September 15.

**Development Update**

Mrs. Brooks stated that final scholarship awards are being made. She continues to make donor visits as well as meeting with potential donors.

**Room Usage Policy**

In order to address issues surrounding room reservations from outside organizations, a new room usage policy has been created.

1. A \$5 key charge will be assessed if the checked out key is not returned for any reason.
2. There will be a \$25 restoration fee will be charged per room if the room is left untidy and furniture not put back as it was found.
3. If the use of the room is not for Murray State University business a \$50 reservation fee will be charged per room for each reservation. (Student Organizations do NOT pay this fee).  
For example: 2 rooms for 9/10 & 11/16 will be charged \$200. An exception may be granted if approved - please request a Room Waiver form

**Fall Events**

Mrs. Bazar reviewed upcoming events for the College. The Student Picnic will be held on September 16<sup>th</sup>, Homecoming Breakfast will be held on October 10<sup>th</sup> and the Partnership Celebration (formerly Educator's Day) will be held on October 31<sup>st</sup>.

**Carryforward Update**

Mrs. Dandeneau stated that carryforwards has not been received yet. All departments did a great job in spending down their budgets.

**Conclave**

The fall Conclave will be held on Friday, August 14<sup>th</sup> beginning at 10am. He provided a draft copy of his Powerpoint so the group to review.

**College Priorities**

Dr. Whaley stated his priorities for the upcoming year:

- Enhanced recruitment and retention of students (graduate and undergraduate), especially in the areas of Recreation and Leisure, Gifted and Talented, Career and Technical Education, Middle School, IECE, Library Media, and Family and Consumer Sci.

- Develop strategies for the successful recruitment and retention of faculty needed to fill all open lines.
- Regional campuses
  - Expand transfer agreements and articulation
  - ITV issues
- Complete the adoption of the COEHS Policy Manual
- Collaborate fully in the implementation of the MSU Strategic plan including Kentucky Rising
- Pursue successful reaccreditations: CAEP, EPSB, CAA, CACREP, CSWE, etc.

### **Department Meetings**

Most department meetings will be held the afternoon of August 14<sup>th</sup>. Dr. Whaley offered to give a welcome at each meeting.

### **Proposed Vision Statement**

The group discussed a proposed vision statement for the college. The cabinet agreed to send out a survey to allow faculty an opportunity for input and feedback.

### **Travel Support Provided by the College for 2015-2016**

Tenure track (not tenured) faculty: \$1500

Tenured faculty: \$1,000

Lecturer: \$500

In every situation, the traveler may request additional support from the department chair or from the college. These will be handled on a case-by-case basis.

### **Holmes Scholars**

Dr. Lyons stated that the Holmes Scholars is a prestigious scholarship opportunity for students and is sponsored by AACTE. He requested that the group review this further to select candidates.

### **Faculty Incentive Grants/International Site Visit Grants**

Dr. Lyons has been updating the applications for the Faculty Incentive Grant and International Site Visit Grant. Faculty incentive grants should be collaborative in nature with a maximum requested amount of \$5,000. Two international site visit grants will be awarded with the maximum requested amount of \$4,000. The possible deadline date is November 1.

### **Program Coordinator Stipends**

Dr. Whaley and the group discussed the structure of the program coordinator stipends. The group agreed that the fee structure should be consistent across departments.

### **Adjunct Policies**

The cabinet members reviewed the policies for adjunct payment.

1. **College will provide \$800 per credit hour unless otherwise negotiated.** Departments can pay more if warranted.
2. **College will pay for one adjunct per course**
3. **College will not pay travel or stipends for adjunct instructors.** Departments can decide to cover these.

**Course enrollments must meet minimums, unless otherwise agreed upon.**

### **Building Policy Updates**

The following are building changes procedures:

1. **Changes to Alexander Hall (outside of offices) approved by Space Committee**
2. **Changes to Applied Sciences South and Carr Health approved by Dr. Lucko**

### **Tenure and Promotion**

There are two faculty members going up for tenure with one faculty member being reviewed for promotion.

### **Sabbatical Leaves for 2015-2016**

There has not been official notification of a faculty member requesting a sabbatical leave. Dr. Whaley encouraged the department chairs to support faculty if they wish to take a sabbatical.

### **Anticipated Transitional Retirements**

No faculty has officially announced a transitional retirement.

### **College Innovation Targets for 2015-2016**

Two possible initiatives are Assistive Technology and BCBA National Certification.

### **Review of College and University Committees**

Dr. Whaley provided an updated list of college and university committees. He requested the department chairs review their departmental representatives.

### **Unit Reports**

Mrs. Lofton - She stated a new publicity request form would be added to the COEHS intranet. She encouraged department chairs to discuss this new feature and request faculty to provide news and announcements.

Mrs. Dandeneau- The new carpet is finished in all the student areas except Room 342 and the sewing room.

Dr. Washington - Dr. Kemaly Parr has been hired as the new CTE faculty. Paperwork is being submitted to conduct a middle school faculty search.

Dr. Lyons- TQI held a day-long retreat to plan for the upcoming year.

Dr. Walker- The new data system should be up and running any day.

Dr. Hansen - ECE has added a Minority Faculty Scholar. A late hire will be done for Dr. Jo Robertson's position and a search will be conducted during the fall.

Meeting adjourned.

**Next meeting:** Wednesday, September 9 at 8:30am.

Minutes respectfully submitted by Mrs. Trish Lofton