

College of Education and Human Services
Administrative Cabinet Meeting
September 9, 2015
8:30am

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

Members Absent: none

Welcome/Agenda Review/Minutes Approval

Dr. Whaley welcomed everyone and reviewed the meeting agenda. The cabinet members took time to review the minutes from the June and August meeting minutes. Dr. Bloomdahl made a motion to approve the June 24 meeting minutes with noted changes. Dr. Washington seconded the motion. Motion passed unanimously.

Dr. Bloomdahl made a motion to approved the August 12th meeting minutes with noted changes. Dr. Hansen seconded the motion. Motion carried unanimously. Dr. Whaley reminded the group that a display is available for use. Dr. Bloomdahl stated the Counseling program faculty has expressed interest in using the display case.

Unit Reports

- Dr. Hansen - She is working with Jeanetta Riley and Mi-Hwa Park to develop a faculty search for an IECE faculty member. This person would begin teaching fall 2016. Drs. Patterson and Xu have received a grant to improve math. Mr. Greg Gierhart is part of a team that received a grant to improve classroom instruction.
- Dr. Walker - The new recruiter software has gone live but does have some bugs to work out. She has been visiting regional campus to conduct Admission to Teacher Education orientations. The student teacher admission application is now online and the committee will be trained on reviewing the applications for admission approval. Two new coordinators have been secured in the Louisville area. She has been restructuring job duties within TES and update job descriptions. There will be a job audit on the open Administrative Assistant position.
- Dr. Lucko - New articulation agreements are being secured. The Nonprofit Leadership Connections event will be held on September 16th from 10am-2pm in the Curris Center. Dr. Hepworth and Dr. Littlepage are collaborating on some of the CRJ courses.
- Dr. Kleinhans - A new clinical experience for students is a visit to Spring Creek nursing facility working with dementia patients. The search is continuing for a doctoral faculty. The grand opening for the Swallowing and Voice Clinic will be December 12th.
- Mrs. Brooks - She has been making forty visits with potential donors and alumni. This effort is in support of the new fund raising campaign. There are several Homecoming events that will be held by the Development office. She has plans to set up meetings with donors and scholarship recipients. The Schroat family will be hosting a special trip for their education and art scholarship students. This will be an experiential weekend with the family. The Hall of Champions at the CFSB Center will be held during family weekend. She thanked everyone for their support of the Leadership Launch. The scholarship thank you letter work sessions will be held in the computer labs across campus. Sessions will be held on September 15 and 21st in Alexander Hall.
- Dr. Bloomdahl - the Ed.D. program cohort has 100% retention from their first group. Kimberly Shelton has been hired as the new department administrative assistant. Several faculty are in collaboration with other campus faculty on various articles and projects. The Counseling and Assessment clinic has been very busy. The Assessment Center is booked through October. The School Administration position closed yesterday and applicants will be under review. The HDL and School Psychology positions are ongoing.
- Mrs. Lofton - The publicity request form is now on the intranet. She asked the members to pass along information to the faculty as well as the website work order form. A goal has been set to submit at least one article weekly to the press.
- Dr. Whaley - He is working heavily on the tenure and promotion policies and handbook. In past meetings, he has discussed the possibility of asking faculty to decide which handbook they wish to follow when pursuing tenure and promotion. Faculty would choose either the old COE handbook or the HSHS handbook. He plans to meet with the Tenure and Promotion committee to see how quickly a COEHS handbook can be developed before faculty are asked to choose. He has taken department chair recommendations on creating a Student Advisory Committee. Once the committee is formed, he will hold a "coffee meeting" on September 18th from 9am - 11am in the Multipurpose Room to have an open discussion with students.

- Mrs. Bazar - Three new resources have been posted to the intranet. A college-wide event list has been posted. The phone list has been uploaded to the intranet. A dean's office job responsibilities list has been developed.
- Mrs. Dandeneau - There have been some issues to arise over the carpet. The issues are being worked out.
- Dr. Washington - Dr. Parr has been working diligently on the CTE program. There were three FCS candidates that were phone screened. Two applicants will be brought to campus. Dr. Musselman is chairing the middle school faculty search.

Fall Events

Mrs. Bazar reviewed the fall college events. The Student Picnic will be on September 16th from 11am - 1pm. There will be over nine student organization tables so students have the opportunity to learn more about them. The COEHS Ambassadors have been very successful in securing the student organizations. Homecoming is in the works with CLHS working on Tent City. The faculty and staff potluck will not be held on Veteran's Day. It will be held on December 4th and be held in the atrium. Ellen Dale and Stephanie Jennings will be guest speakers at the next Administrative Assistants meeting.

COEHS Committees

The cabinet reviewed the COEHS committees and the department representatives. Dr. Whaley will assign the committee chairs based upon the guidelines.

KATE Report

Dr. Earls provided a report of the KATE activities, including work orders for the 2014-15 academic year. The bulk of the trainings have been across the state. The report outlined some of the projects where the staff are involved. She gave an overview of the reconfiguration of the computer labs. The second floor computer lab is being converted into a teaching lab with video recording/Skype capabilities.

Budget Report

Mrs. Dandeneau researched when the carry forward and web funds will be transferred. No date has been given but if funds are needed, department chairs can contact the Provost. She reminded everyone that extra comp forms must be routed before the work begins. If not, a memo must accompany the extra comp form as to why it is late. She is working with Dr. Whaley on researching CAEP funds to support the accreditation expenses. Mrs. Dandeneau asked that department chairs discuss the issue of payment for the winter term with Faculty Senate. The payment comes out of their academic year extra comp of 20% instead of the summer extra comp of 40% amount. The group discussed the stipend payment for program coordinators. As long as a COEHS faculty member is teaching a 4x4 undergraduate load or 3x3 graduate level load, the faculty member will be eligible for a \$1,000 stipend when serving as a program coordinator/director.

CAEP Update

Dr. Hansen stated that LiveText codes were able to be purchased for students coming in as education majors. Both she and Dr. Whaley are now qualified to conduct CAEP site visits. This will allow them to review various ways to collect the assessment data. They are also working to petition EPSB representatives to not conduct parallel accreditation assessment reports. All COEHS and university data assessment collection is due by September 15. Jessica Evans and Kelly Wezner will attend a data day this afternoon to assist with collection and answer questions. Each of the writing teams will be trained for writing evidentiary collection prior to the CAEP visit. Ginny Kelley with KATE is developing a web server to host all of the evidence for the visit.

Faculty Incentive Grants/Site Visit Grants

Dr. Lyons has taken the lead in revising the faculty incentive grant guidelines. The maximum grant fund request is \$5,000. Dr. Bonnie Higginson is organizing the international site visit grants. The goal is to award one grant at the amount of \$4,000. Another site visit grant is a domestic travel that cultivates as a study abroad trip for students. This project would provide diversity learning experience in an urban area. The maximum funding is \$2,000.

Council of Deans Meeting

Dr. Whaley gave an overview of the Council of Deans meeting. Dr. Adrienne King, Vice President for Marketing and Outreach was present at the meeting. She gave an overview of her goals. Dr. Zou stated international students are limited to one online course per semester. If the class is only taught online, it is permissible for those students to take the course. Faculty are encouraged to email Dr. Zou for more details or clarification.

Sabbatical Leaves

There has not been a formal request.

Transitional Requirement Request

The one-year transitional retirement is paid at 45% of salary. The two-year option is 42%. One year is preferred and will be approved by the President. The two-year option requires approval by the Board of Regents. No formal notification has been received from COEHS faculty.

Faculty Evaluation

Dr. Whaley prepared a comparison of the old HSHS and COE policy handbooks. He asked the members if it was necessary for probationary faculty to submit both a cumulative tenure packet each year as well as an IAF. The members discussed the pros and cons of having one or two documents prepared for each year for probationary faculty. He asked each department chair to discuss this topic at their next department meeting. At a future meeting, Dr. Whaley requested to discuss the performance criteria for promotion to associate professor and for promotion to full professor. He plans to host a meeting to discuss these topics further.

Meeting was adjourned at 11:45am.

Minutes respectfully submitted by: Mrs. Trish Lofton