

College of Education and Human Services
Administrative Cabinet Meeting
January 13, 2016 • 8:30 AM

Members Present: David Whaley, Tami Dandeneau, Jacqueline Hansen, Barbara Washington, Susana Bloomdahl, Paul Lucko, Jennifer Earls, Melanie Brooks, Alesa Walker, Cathy Bazar, Paige Rogers (recorder)

Members Absent: Robert Lyons, Kem Cothran, Kelly Kleinhans

Welcome Paige Rogers

Dr. Whaley introduced Paige Rogers, new hire and replacement for Trish Lofton. Ms. Rogers will be serving as Administrative Assistant II in the COEHS Dean's office, where she will be assisting with the marketing coordination of the College.

COEHS 2016 Spring Kickoff

Mrs. Bazar reminded everyone that the Spring Kickoff takes place this Friday, January 15th. Dr. Whaley stated that a newsletter will be sent out on January 14th with further details, including meeting times and room numbers.

Room Use Reservations and Policy

Dr. Whaley discussed a proposed MSU Facility User Agreement, prepared by the Student Government Association. This proposed agreement was brought forth due to concern with proper cleanup after events and having an open policy that extended beyond COEHS-related gatherings. Concerns not addressed in the proposed plan include: supervision of events, restocking facilities after events, and time spent coordinating room reservations. Dr. Whaley plans to maintain our current policy but may look to faculty and staff for suggestions if pushback occurs. Dr. Whaley also noted the need for a room use policy regarding the Carr Health building.

Reiterating Dr. Whaley's note, Dr. Lucko later expressed concern over room reservations in the Carr Health building. Those with reservations often arrive up to an hour early and contact Public Safety to have facilities unlocked. Additionally, Dr. Lucko noted that a new room reservation system is being researched for this particular facility. This discussion prompted the question of whether or not COEHS should receive a certain percentage of paid events held in associated buildings.

Substitutes for Meeting Attendance

It was the group's decision to refrain from accepting substitutes in the absence of committee members during these meetings. If a member must be absent from a meeting, please plan to either speak briefly at the beginning of the meeting (and then make your exit) or send your notes/handouts to another member for dispersal. It will be the responsibility of absent members to collect meeting handouts and catch up on missed discussions.

Travel Reimbursement

Mrs. Dandeneau noted that travel reimbursement has dropped to \$0.39 per mile. Moving forward, travel vouchers must be accompanied by an itinerary or similar document that includes the event/conference name and respective dates as required by the MSU Accounting department.

Spring PA Enrollment

When turning in PAs for the spring semester, make sure the minimum enrollment numbers for each course are met (10 UG, 8 G). If this is not the case, attach a rationale as to why you'd still like the class to be offered.

Budget Worksheets

Mrs. Dandeneau noted that the development of budget worksheets for FY17 will soon begin. A quick turnaround time can be expected, so please be on the lookout for these.

Building Renovations

In Alexander Hall, the carpet renovation project is now complete (aside from minor paint touch-ups and items on the punch list). Upcoming projects include: some painting on the first floor and carpeting in the Speech and Hearing Clinic area. Additionally, preparations are being made to install a new water fountain in the Carr Health building for improved accessibility.

TES Update

Dr. Walker noted that we currently have 140 student teachers. By comparison, there were approximately 70 student teachers during the Fall 2015 semester. This latest number includes our first library media student teacher since that program recently re-opened (it was phased out during the 2000-2001 academic year). Pending job audits, there will be a change in roles among the TES staff members.

CAEP Update

A CAEP Summit will be held on Friday, January 15th from 1 to 3 PM. During this event, faculty will review the new CAEP standards, which will ultimately aid in the development of a quality assurance system. Dr. Hansen also indicated that the Institutional Report for CAEP is due by March 18th. Furthermore, Murray State University and the University of Louisville will be undergoing an accreditation process this spring by EPSB. At end of January 2015, KACTE will be working on a new way to access data, including teacher evaluations and updates. This system should be available in the fall.

Standardized Form for Recording Meeting Minutes

Concern has been expressed regarding the need of developing a standardized method for recording meeting minutes. The cabinet was presented with a proposed template, prepared by Dr. Lyons. After some discussion regarding modifications to the draft, Dr. Whaley asked that Dr. Hansen meet with Dr. Lyons to create the final form. Dr. Whaley asked that the form ultimately be implemented as a writeable PDF. The Administrative Cabinet gave approval for

the adoption of a revised form and asked Dr. Lyons and Department Chairs to move ahead with its use.

TQI Update

A TQI update handout was provided in Mrs. Cothran's absence. Dr. Whaley reminded the committee of the TQI grant proposal that was recently submitted. It is his understanding that CPE will meet in February regarding the approval of this grant. Mrs. Dandeneau inquired as to the status of the upcoming 2016 College and Career Readiness Summit. This annual summit serves as a form of payback for regional educators and has successfully taken place over the past three summers, continuing in 2016. While TQI takes the lead on this event, other groups often get involved.

KATE Update and Trainings

Dr. Earls provided a handout regarding "KATE Quick Facts," spanning the July-December 2015 term. She noted that the KATE office is performing approximately 1,000 work orders per year. A new system is being researched for improved ticketing and capturing of work orders. This system should include an easier interface. Dr. Earls' handout also serves to indicate that only 6 faculty and 2 staff members participated in the 28 COEHS training sessions offered during the July-December 2015 time period. A new training schedule should be posted on January 13th or 14th. Regarding the 2016 Spring Kickoff taking place on January 15th, Dr. Earls addressed available options for those not participating on committees. These options include an innovative instructional space, a collaboration lab, and a BYOD classroom demonstration. Once the details have been solidified on January 13th or 14th, an email will be sent regarding specific details and room information. KATE will be conducting a Google mini-conference with Christian County on March 8th.

2015 Holiday Campaign Success

Mrs. Brooks reviewed the 2015 holiday campaign, which went well. College-specific details will likely be available next week. Approximately \$19,000 was raised during the 4-week campaign. The largest pool of donations came from MSU alumni. This money will be used to fund scholarships and study spaces in the library. Dick Weaver's match challenge generated the largest social media response, above any other message during the campaign. Mrs. Brooks revealed that Mr. Weaver will be providing a flat donation amount, valued at more than the actual match.

New COEHS Scholarships

Mrs. Brooks reported that a couple of new scholarships are being developed for the College. The Watkins family will be providing an endowment, which should be available for dispersal during the 2017-2018 academic year. A formal announcement regarding this scholarship fund will be coming soon (perhaps, during the scholarship banquet). The Harned family will be providing a scholarship endowment as well. This scholarship is also expected to be available for payout during the 2017-2018 academic year.

University Master Calendar

When booking an event, please be aware that everyone MUST use the University's master calendar. The office of Branding, Marketing, and Communication will exclusively use this calendar for event promotion purposes. All of your events should be entered on this calendar. Because everyone has access to this calendar, including students, be sure to categorize your entries accordingly. Mrs. Brooks encourages over-using this calendar, as opposed to letting events fall through the cracks. This will also help to prevent over-booking and conflicting events. There is a 24-hour turnaround/review time for calendar entry approval before the submission is actually posted.

Racer Proud Ambassador Program

This program has been re-opened by Dr. Davies. Racer Proud pins are given to those who go above and beyond the call of duty. If you know of someone who deserves a pin, please reach out to Ms. Brooks. Additionally, be sure to share your pin award announcements with the office of Branding, Marketing, and Communication.

Further Development Updates

COEHS will be hosting distinguished alumni and prospects at an upcoming Racers basketball game on February 13th. Box seat tickets will be available. The University is also hosting a Paducah Symphony Orchestra event on February 20th. If you know anyone who should be included on this invitation, please contact Mrs. Brooks. The office of Branding, Marketing, and Communication will be moving the University's photo library over to a new system, called SmugMug. Once the process is complete, faculty and staff may work with Ms. Rogers in accessing the system. The office of Development will be performing a national search for a new Director.

Additional Department Updates

- Dr. Washington – Dr. Janine Rogers has been hired as an Assistant Professor of Family and Consumer Science. Dr. Das will be returning from the Education in India program with 6 students on January 14th. There are currently 20 applicants for the Assistant Professor of Middle School Education position. Dr. Washington, along with other faculty, has met with the English department regarding creation of a Master of Arts in Teaching degree.
- Dr. Lucko – The process has begun to fill Dr. Bob Long's position. Dr. Lucko is hoping this process will be completed by the Fall 2016 semester. There will be an Advisory Board meeting on February 23rd in the Curris Center. Dr. Lucko also noted that CLHS is working on developing a departmental handbook.
- Dr. Bloomdahl – In the HDL program search, a position offer has been extended to Dr. Landon Clark for a tenure track assistant professor line. A candidate will be coming in soon to interview for the open School Psych position. There are currently 3 other available ELC positions with searches beginning/ending soon. These faculty availabilities include: 1 Counseling and 2 Administration positions. Dr. Alan Bakes will now be the contact for the Counseling Clinic.

- Dr. Hansen – An ad has been posted to fill the Early Childhood Education position left by Dr. Jo Robertson. Dr. Jeanetta Riley is heading this search. A new, STEM-type faculty member is also being sought to replace Dr. Brandi King.

Dean's Update

- Deans' Council Update - Dr. Whaley provided a packet, which included his notes from the January 12th Deans' and Directors' Meeting. Those notes were reviewed and the following topics were highlighted.
 - Dr. Adrienne King's Notes – During the recent Deans' and Directors' Meeting, Dr. King reported that candidates are being interviewed for the Communications Director position. Two other positions will soon be opening up, including that of a graphic designer and a copywriter. Again, it was noted that a national search is being conducted for the Development position. There is a push to ramp up activities in the office of Alumni. MAP-Works is supposedly fixed.
 - Multicultural and Diversity Discussion – Dr. Whaley stated that COEHS should be more engaged with the Office of Multicultural Affairs. He mentioned a possible liaison effect with our teacher education program. During meetings held by the Office of Multicultural Affairs, some 100 students often attend. COEHS has been offered 2-6 minutes during these meetings to discuss current happenings within the College. A new COEHS Diversity Planning Committee has been formed and will hold their first meeting on January 15th.
 - Budget Discussion – Dr. Whaley warned to expect budget cuts this year. He went on to say that COEHS is in a really good position in terms of budget lines as they relate to our faculty and staff. Rather than these budget lines being taken back by the University, they have stayed within the College as faculty and staff members leave. We're trusted to properly allocate replacements with these lines as necessary. Any remaining funds are put into further instruction. Dr. Whaley continued later to say that the Governor is expected to release his budget on January 26th. Governor Bevin has typically been in support of performance-based metrics for university.
 - Recruitment Brochures – A discussion by the Legislative Review Committee brought up the topic of recruitment brochures within the colleges. A recruitment flyer by the department of Economics was provided as a reference. In this reference piece, starting salaries are listed. Dr. Whaley posed the question of whether or not this information should be included in COEHS recruitment documents. While this information is not provided in our current recruitment pieces, Mrs. Dandeneau recommended including the rate at which educators are employed as a helpful statistic.
 - Experiential Education Fee – During the Deans' and Directors' Meeting, Mrs. Melanie McCallon Seib proposed a fee relating to experiential education. This \$50 per semester fee per student would be imposed upon all undergraduate, degree-seeking MSU students to fund the establishment of the Center for Experiential Education.
 - WKMS "Academic Minute" – It was proposed that COEHS participate in faculty research spotlights to be featured on the WKMS "Academic Minute" segment. These pieces would cover particularly appealing research stories being conducted by

COEHS faculty. These stories, aimed at building community interest, should be arranged with Mr. Chad Lampe and recorded at WKMS. The Administrative Cabinet was in support of this idea.

- Online Courses – There was some confusion over what constitutes an online course. At the January 12th Deans’ and Directors’ Meeting, it was stated that an online course is one that requires 80% or more of its time delivered online. Some members of the Administrative Committee countered, stating that they’ve been told if a class meets live even once, it cannot be considered an online course. Dr. Whaley made a note of this discrepancy and will look into the matter further.
- Tuition Increase – According to the Courier Journal, “A legislator will soon file bill (SB-75) to eliminate any tuition increase.”
- IRB Submissions – All IRB submissions/correspondence must be done electronically. Dr. Whaley asked that the Chairs/Directors share this information with their faculty members.
- Education in the News – Dr. Whaley prepared and referenced a packet of news stories relating to relevant education topics.
- Summer School – Extra comp forms are now required to be processed ahead of a course being offered. Brian Van Horn’s office will do so. It is okay to offer both onsite and online courses concurrently. During the Deans’ and Directors’ Meeting, it was noted that Department Chairs will teach their first summer course in load, and they will receive compensation for the second summer course. As a reminder, enrollment minimums are the same during the summer as throughout the regular semesters (10 UG, 8 G).
- 2016 Spring Kickoff – Dr. Whaley touched on the upcoming January 15th event and provided a handout containing the current schedule of the day’s happenings. The final schedule will also be sent out via email on January 14th.
- Sabbatical Leaves – In accordance with time, Dr. Whaley made the decision to discuss this topic at the next COEHS Administrative Cabinet Meeting.
- Lessons Learned: Promotion and Tenure – Dr. Whaley encouraged that promotion and tenure requests be submitted on time and in an orderly fashion. Organization and completeness are imperative to an ideal request. Dr. Whaley specifically recommended using dividers and a table of contents.

Future Meetings:

February 10th

March 9th

April 13th

May 11th

June 8th

July – *No meeting*

August 10th

If any Administrative Cabinet member is unable to attend any meeting, they should notify Dr. Whaley ahead of the time of the meeting.

Reminder of Committee Norms

- Participants will engage as equals, without hierarchy, while honoring individual differences and styles.
- Confidentiality will be observed on all matters unless there is group agreement first.
- Meetings will be focused and members will come prepared to all meetings.
- Meetings will start on time and finish on time, unless agreed upon.
- Members will be present at all times, both mentally and physically.
- The group will encourage information sharing and questioning from its members.
- Civil and respectful discourse is recognized as essential to a comprehensive discussion and decision-making process.
- There will be time for reflection or wait time.
- There will be a written record of all decisions.
- We will make decisions by consensus and have an alternative ready if necessary.
- All participants will take responsibility for both individual and group adherence to these norms

Meeting adjourned at 11:30 AM.

Minutes respectfully submitted by: Ms. Paige Rogers