

**College of Education and Human Services
Administrative Cabinet Meeting
February 10, 2016 • 8:30 AM**

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

Members Absent: Cathy Bazar, Kem Cothran

Faculty Accomplishment Display Case

Dr. Whaley asked that chairs have their faculty forward to the Dean's Office any recent publications they would like to be included in this display case.

Donations for Student Whose House Burned

Dr. Whaley shared a note from Ms. Peg Pittman-Munke regarding a social work student, Ms. Jennifer Bomar, whose home recently burned. This student is not permitted to return to the house to retrieve anything. Physical donations for this student and her five children can be brought to the Curris Center. A GoFundMe account has also been set up at the following link: <https://www.youcaring.com/jennifer-bomar-512061>.

Hiring Freeze

Dr. Whaley shared a message that had been sent on behalf of President Bob Davies. Dr. Davies asks that vacant positions not currently involved with an active search process be held until at least July 1, 2016. For vacant positions critical to supporting the vision of Murray State University, written justification will need to be provided in a request to fill the position. This justification should be routed through the proper Vice President for Dr. Davies' approval. For positions that already involve active searches, next steps will be discussed between each Vice President and Ms. Joyce Gordon, Director of Human Resources.

The COEHS Policy for Advancing Justifications states that the appropriate department chair should prepare a written justification for the Dean. Dr. Whaley will then prepare a memo of support and send both documents to the Provost. If approved, the Provost will route these items to President Davies for consideration.

Strategic Rationale for COEHS Budgeting Decisions

Dr. Whaley presented a draft document entitled "Strategic Rationale for COEHS Budgeting Decisions". The document includes 10 proposed guidelines for streamlining these difficult decisions and will be shared with all faculty at a later date. Drs. Lyons and Bloomdahl proposed minor corrections to the draft. A motion was made to approve the document, pending revision. The motion passed, and the document was approved by the Administrative Cabinet.

Update from 2/9/16 Council of Deans Meeting

Dr. Whaley provided the following highlights from the February 9th Council of Deans meeting:

- Dr. John Roark stated that 40 more proposal submissions are needed in the remaining year. This number is based on the 173 proposal submissions goal set forth in the Strategic Plan.
- Dr. Peter Murphy mentioned that CPE is requesting assessment data of University Studies courses. Representatives from COEHS and other units will be asked to assist faculty who teach these courses with their assessments. COEHS Universities Studies courses are: EDP 260, EDU 103, and NLS 290.
- From the February 9th meeting, there was no indication that transitional retirement opportunities will end.
- It is Dr. Whaley's understanding that chairs and other 12-month faculty will be teaching their first summer course in-load, while additional reimbursement will be received for further courses taught beyond this.
- Ms. Donna Miller provided a message regarding the upcoming Faculty Recognition Banquet on April 21st. While all faculty members are invited to the banquet, it is strongly encouraged that RSVPs be sent for those who plan to attend. Last year, they ran out of both food and seating as a result of unexpected attendance numbers.

EPSB Update

The CAEP state plan is now complete.

COESIS Update

Dr. Whaley discussed finding an alternative program. Two IHEs are using Foliotek and Folio 180 for their COESIS-like programs. Foliotek is an electronic portfolio web application that supports standards-based assessment, career portfolios, college and university accreditation, and faculty tenure review and promotion. The system provides tools for both formative assessment and summative assessment. Folio 180 is similar. Western Kentucky University is using CEPIS v2.0. Dean Sam Evans has invited MSU to visit WKU to learn more about CEPIS. Other IHEs are cobbling together existing programs, much like COEHS is currently doing.

Board of Regents' Award for Teaching Excellence

Dr. Lyons is facilitating efforts in the COEHS for the selection of the Board of Regents' Award for Teaching Excellence.

Adjunct Payment Policy

Dr. Whaley noted that the Dean's Office will pay a total of \$800 per credit hour taught per adjunct (or \$2,400 per 3-credit course). Should departments wish to pay adjuncts a higher amount, the department chair is free to make this determination with the understanding that any additional funds (beyond the \$800 per credit hour paid by the Dean's Office) will come from the respective department's budget.

Service Requirements for Tenure/Promotion

Dr. Whaley shared that Dr. Don Robertson addressed the MSU chairs, seeking support for adding residential college activities as a viable option toward meeting service requirements for tenure/promotion.

COEHS Hiring Practices

Dr. Whaley provided a clarification of hiring practices within the College of Education and Human Services. Subtopics included: advertising for open positions, determination of salary, rank and years needed for tenure, moving expenses, and startup incentives. The clarification was concluded by stating that some flexibility is necessary for these College-wide hiring policies. Department chairs are encouraged to meet with Dr. Whaley at the beginning of each search process to discuss the aforementioned areas and determine if there may be any flexibility with regard to the standardized hiring practices.

COEHS Budget Update

Mrs. Dandeneau stated that extra compensation forms will only be approved for teaching for the remainder of the spring semester. All other work should be deferred until summer. Each extra compensation form must be routed prior to beginning work. This includes allowing time for the form to acquire all necessary signatures. Furthermore, please make sure all original forms are signed in a color other than black. Otherwise, it can be difficult to distinguish the originals from copies.

CAEP Update

Dr. Hansen noted that CAEP writing teams have been working diligently to produce packets of evidence supporting the CAEP standards. This evidence will be due February 15th. As such, writing teams will now begin the process of reviewing the evidence to inform revision of their summative narratives. Dr. Lyons has led the effort to develop a seven-year Selected Improvement Plan (SIP), which will be submitted as part of the Self Study Report on March 18th. The CAEP Leadership Team has created a steering committee to review, monitor, and assess both the SIP process and progress throughout the years. Steering committee members include CAEP Leadership Team members, P-12 partners, and University content-area professors.

Dr. Hansen represented the EPP at a CAEP-EPSB Partnership Task Force session in Frankfort on January 28th. IHE representatives cooperatively created guidelines for the joint national-state CAEP accreditation review process. This document will be ratified by the EPSB at the February 19th meeting.

Dr. Hansen and Dr. Walker represented the EPP at the final KACTE accreditation session in Frankfort on January 29th. Multiple state agencies (EPSB, KACTE, KCEWS, CPE, KDE, EPPs) are collaboratively designing data collection instruments and a statewide data dashboard to capture information about graduates' employment, impact on student achievement, and educational efficacy. These activities will support future accreditation efforts.

Council on Academic Accreditation in Audiology and Speech-Language Pathology

Dr. Kleinhans reported the site visit team from the Council on Academic Accreditation will be visiting March 7th and 8th to review the Graduate Program in Speech-Language Pathology. The team will review program materials to verify compliance with the accreditation standards and

report their findings to the Council. The program will be notified of final results after the Council meets in the summer (July).

Coverage of Accreditation Costs

Dr. Whaley provided a clarification as to the coverage of accreditation costs. The Dean's Office pays annual accreditation dues. As units prepare for on-site accreditations, estimated budgets should be submitted to the Dean's Office three months in advance of actual cost deadlines. Dr. Whaley and the respective department chair will then meet to review the budget. Dr. Whaley will contact the Provost's Office for additional support. Based on the response from the Provost's Office and available discretionary monies, Dr. Whaley and the respective department chair will meet again to determine how expenses will be covered.

KACTE "Day on the Hill"

KACTE will be holding a "Day on the Hill" event in Frankfort on March 2nd. The purpose of this event is to meet with state legislators while promoting the quality of educator preparation programs within Kentucky's institutions of higher education. Ms. Rogers has prepared and submitted a four-slide PowerPoint presentation to represent MSU's College of Education and Human Services. Dr. Whaley noted, however, that our College's physical attendance of this event is still to be determined.

KATE Update

Dr. Earls provided a handout containing COEHS work order statistics for the month of January 2016. Dr. Earls also noted a few upcoming KATE-related events. Lego Robotics day camps will be held this summer (two weeks in June and two weeks in July) for those ages 4-18. At the upcoming Kentucky Society for Technology in Education (KySTE) presentations, KATE will lead nine sessions over three days and offer an informational booth. During the International Society for Technology in Education (ISTE) presentations, KATE staff has been accepted for two sessions.

TES Update

Dr. Walker has been working on completing multiple CAEP reports, which are due February 15th. Dr. Walker expressed that there has been difficulty finding coordinators for student teachers. Acting as a coordinator requires supervision of a student teacher, providing a first review of the student's portfolio, and five site visits per semester. Coordinators receive \$55 per site visit and \$0.39 per mile for fuel reimbursement. If you're aware of a retired teacher who may be interested in serving as a student teacher coordinator, please contact Dr. Walker. Lastly, Dr. Walker indicated that Teacher Education Services is currently working on arranging practicum placements.

TQI Update

Dr. Earls provided an "EDU 104: Exploration of Teaching" handout on behalf of Ms. Kem Cothran. Dr. Whaley reminded Cabinet members that the Teacher Quality Institute is currently up for a \$110,000 CPE grant, approval of which should be determined today, February 10th.

Development Update

Ms. Brooks reminded the Cabinet that the upcoming Racer basketball game (February 13th) will include a pre-game reception for select donors and friends of the College of Education and Human Services. This reception is being hosted in coordination with the President's Office. Ms. Brooks stated that specific numbers regarding the MSU holiday campaign will be available soon. President Davies will divide up scholarships from raised funds accordingly. At this point, it appears COEHS raised approximately \$3,000. Ms. Brooks also touched on the Sparks Lecture, taking place March 18th, and the Scholarship Banquet, happening May 2nd. Anyone making scholarship awarding decisions must attend a one-hour training session during the week of February 15th.

Additional Department Updates

- Dr. Hansen noted that Dr. Jeanetta Riley was asked by the Director of Murray Head Start to help begin the writing process for a new grant. The grant's proposal was successful, resulting in the awarding of funds to support the IECE program "Preschool/Head Start Indoor Environmental Investigations Using a Reggio-Inspired Approach to Learning".
- Dr. Bloomdahl stated that the Counseling and Assessment Center has been incredibly productive this semester.
- Dr. Lucko provided an update on the CLHS handbook, which has now been drafted and submitted for approval. The Criminal Justice program has entered into an articulation agreement with WKCTC. A public signing has been proposed with further details to come. Lastly, Dr. Lucko announced that Ms. Edrena Harrison of the MSU Hopkinsville campus will be retiring.
- Dr. Lyons gave a reminder that February 22nd is the last day to submit changes for the Academic Catalog. Course and program proposals/revisions for this year are now complete, but if you have an information item to add, you may send that to Dr. Lyons. The Space Committee has met, and office space adjustments can be anticipated for fall 2016.
- Dr. Washington mentioned that Dr. Kimberly Stormer will be attending The Kentucky Council of Teachers of English. Three groups of students will join Dr. Stormer to present their research, for which an URSA travel grant has been provided. Kelly Teague, MSU alumna, was recently named Kentucky's Special Education Teacher of the Year. Dr. Washington is trying to arrange for Ms. Teague to speak with certain courses.
- Dr. Kleinhans suggested advising students to hold off on taking their Praxis exams until after they've first completed their comprehensive exams. Even if students fail the comprehensive exam at first, they'll have a better idea of what to expect on the Praxis. The KSHA state convention will take place February 17th through the 20th. Dr. Kleinhans asked if there is currently a policy in place regarding the change of textbooks for courses. The general consensus was that a formal policy is not set in place.
- Dr. Whaley is currently collecting nominations for the College Advisory Committee, which will be formed in the late spring or early summer months.

Future Meetings:

March 9th

April 13th

May 11th

June 8th

July – *No meeting*

August 10th

Meeting adjourned at 10:45 AM.

Minutes respectfully submitted by: Ms. Paige Rogers