

College of Education and Human Services
Administrative Cabinet Meeting
March 9, 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, Cathy Bazar, Paige Rogers (recorder)

Members Absent: Kem Cothran

Guests: Marty Dunham

New Plan Outlined for Promotion and Tenure

Dr. Whaley introduced Dr. Dunham, who has taken leadership in forming an ad hoc committee aimed at unifying the language of promotion and tenure policies. This committee is also comprised of Drs. Alan Bakes, Renee Campoy, Sharon Hart, Bonnie Higginson, Jeanetta Riley, and Roger Weis.

Dr. Dunham reiterated that the initial goal of the committee in redeveloping these policies was to operationally define the terms of service, research, and teaching required for tenure and promotion. A packet, entitled “Draft of Proposed Language for Promotion and Tenure,” was provided to the Cabinet. The final two pages of the packet include an “Annual Review of Faculty (ARF)” to be completed by all full-time faculty members and submitted by February 28 of each year. This review will be completed in reflection of the former calendar year (January 1 through December 31).

Dr. Whaley addressed the adoption process for this proposed plan, recommending an all-College forum (limited to tenure-track and already tenured, full-time faculty members) as a way of allowing others to share their opinions. These revised policies would then typically be added into a College policy handbook, which does not yet exist but is currently in development. In the meantime, Dr. Whaley believes this plan is strong enough to stand on its own as a policy document.

With regard to the timeline for enacting this newly proposed plan, it was agreed that those working toward former guidelines should be respected and possibly given a choice as to which set of requirements they would prefer to follow. This could very well mean having three policies in effect at once (that of the former College of Education, that of the former College of Health Sciences and Human Services, and the new plan). The important thing is to make sure the new plan is properly vetted. It is believed that the level of specificity contained in the new policies will be helpful to newer faculty.

Various members of the Cabinet posed minor concerns with the new plan, and modifications were suggested to amend those elements. A motion was, then, made to adopt the document,

pending completion of those modifications. The motion passed, and next steps were decided. Dr. Whaley will soon meet with Dr. Dunham to plan an all-College forum for this spring. A vote will be held following the forum, and operationalization of the new plan will begin in January of 2017.

On-Going Committee Work

Dr. Whaley announced that the College's Policy Handbook Committee and the Diversity Committee are each working to develop new documents.

Upcoming College Events

Ms. Bazar noted various upcoming College events, including a faculty and staff coffee break with the Dean on March 14. The annual Harry M. Sparks Distinguished Lecture Series will be held on March 18, and the International Luncheon will occur on March 30. The Faculty & Staff End-of-Year Celebration will be taking place on April 22, while the annual COEHS Scholarship Banquet is scheduled for May 2.

Recent Accreditation Visit for Speech-Language Pathology Program

Dr. Kleinhans announced that the visiting accreditation team cited evidence of compliance for all five standards. Each standard has multiple indicators. The team cited partial compliance on five of those indicators and will require additional evidence. The team was thoroughly impressed by our University's administrative support systems and commented that our SLP accreditation public meeting resulted in the highest turnout of community members hailing from diverse backgrounds. Furthermore, 24 of 34 first-year graduate students in the SLP program attended the public meeting. The site team went on to say that our College possesses enviable state-of-the-art equipment and wonderfully unique clinical experiences not seen at other universities. In a sign of support, first-year graduate students provided a vase of flowers to all CDI faculty members involved with the accreditation process.

Update from March 8 Council of Deans Meeting

Dr. Lyons attended the March 8 Council of Deans meeting in place of Dr. Whaley. Dr. Lyons provided the following report regarding this gathering.

- President Robert Davies announced that the politics in Frankfort appear to be improving. The rescission is complete, and the House will recommend a 0% budget cut. The Senate will, then, likely reinstate the proposed 9% cut, and we'll hopefully end up somewhere in between those two figures. Dr. Davies recommended maximum flexibility during this time and provided assurance that elements offered as possible cuts will not stay in the lineup to get cut next time, assuming those pieces remain unaffected during this round of budget cuts. Cut proposals are due by April 1. No set budget cut amount has been given to the individual Colleges and departments.
- Dr. Stephen Cobb reported on revenues and discussed that the College of Science, Engineering, and Technology will be performing a needs-based assessment to focus on fee schedules. Likewise, this may be a good opportunity for COEHS to focus on our undergraduate fee structure and make improvements.

- Class size was discussed during the Council of Deans meeting. According to President Davies, Dr. Staci Stone has reported that there will not be a one-size-fits-all minimum class size.
- Dr. Lyons went on to share a packet from the College of Business with the Cabinet. This packet shows how the College of Business has outlined their “Academic Program Priorities as part of 2016 Budgetary Rationales”. Every program on campus will need to be evaluated with this COB-type spreadsheet by April 1. More information and individual meetings will follow. Dr. Whaley added to this discussion that Dr. Tim Todd has asked the Colleges to take a four-quadrant rectangle approach in determining which programs are considered “mission critical” based on certain factors (external demand, internal demand, revenue/resources generated, etc.). Ms. Jackie Dudley shared with the Council of Deans that she typically likes to see a 21% overhead rate (general return on investment).
- An Institute of International Education “Open Doors Fact Sheet” for Kentucky was provided during the meeting but was not discussed.

Office Space Adjustments

Dr. Lyons shared that a Space Committee will soon be formed to address: office space decisions, how/if things are getting cleaned appropriately, how budgetary changes will affect our spaces, etc. This work will begin after CAEP matters have concluded in the next ten days or so. Dr. Lyons will send further instructions to those involved.

Budget Update

Ms. Dandeneau noted that adjunct assignments for spring 2017 are being finalized. Travel costs for the year reached approximately \$41,000. Conference schedules are required to be attached to travel vouchers, and it would also be helpful to have this information included with initial travel requests if possible. Dr. Whaley asked that justifications please be attached to any forms, such as extra comps, that come through the Dean’s Office. This will help us save time in the end. In regard to extra comps, the number of hours spent per week on a job must be included. Human Resources has stressed that everything must include a breakdown of hours.

Faculty Outstanding Research Award and Outstanding Staff Award

Boxes are set up in the Dean’s Office to collect nominations for these two awards.

Annual Performance Appraisals

The deadline for these evaluations is April 8. More information will follow.

CAEP Update

Dr. Hansen noted that she is working with Dr. George Patmor to go over everything submitted thus far and develop PDF documents to be used as further supporting evidence. CAEP standards narratives are currently in the refinement stage. The goal with these narratives is to remain comprehensive but to the point. The Selected Improvement Plan is essentially complete at this point. Site visit arrangements have been made at the Hampton Inn, and Ms. Dandeneau will work on reserving a few extra rooms. The CAEP accreditation visit is a joint process at the

state and national levels. The original due date for accreditation materials was March 6, but the deadline has been extended to March 18. Dr. Hansen believes we are in a good place thanks to the work that has already been completed.

NCTQ Update

Dr. Hansen announced that an email has been cooperatively created and contains an outline of the elements needed. No response has been received thus far, but it's still on our radar.

Transitional Retirement Option

The request deadline has been moved to April 1.

Promotion and Tenure - Lessons Learned

It might be beneficial for chairs to meet with their respective faculty before faculty members submit their binders for promotion and tenure.

TES Update

Dr. Walker shared that plans are being made for spring 2017 student teaching orientations. Student teaching is moving along well this semester. The partnership with Graves County Central Elementary is also going smoothly.

TQI Update

A bulleted handout was provided on behalf of Ms. Cothran.

KATE Update

Dr. Earls provided a handout regarding "COEHS Technical Stats" for February 2016.

Development Update

Ms. Brooks thanked everyone who already has or will be participating in scholarship discussions over the next couple of weeks. The Office of Development has been adjusting to a new scholarship system. If your department hasn't heard from the Scholarship Office or was not able to attend a mandatory training session, please reach out to Ms. Christian Cruce.

Ms. Brooks also shared information regarding an upcoming visit by Mr. Dennis Jackson as part of the Distinguished Alumni celebrations on April 15.

The Innovate Education Summit in Louisville was attended by Ms. Brooks, Ms. Gina Winchester, and a group of Ed.D. students.

Additional Updates

- ACS - Dr. Washington commended Drs. Parr and Duncan for getting out in the community, attending meetings of CTE student organizations, and meeting with students and teachers.
- CLHS - Dr. Lucko announced that the Nonprofit Leadership Studies program held an Advisory Board meeting in Alexander Hall on February 23. Approximately 24 people

were in attendance and everything went well. Several people on and off campus were present. Dr. Lucko also mentioned that the Kentucky Association of Social Work Educators (KASWE) will hold its annual spring student conference at Murray State University in Alexander Hall on April 14 and 15. Lastly, Dr. Lucko shared that CLHS is still working on developing a departmental handbook.

- ECE - Dr. Hansen noted that Drs. Park and Riley will be taking a group of IECE students to a Paducah preschool that follows the Reggio Approach to learning on March 10. Dr. Patterson and her undergraduate students presented at the Kentucky Center for Mathematics Conference on March 8 in Lexington. Dr. Hansen also mentioned that the department will be rolling out a new way of doing field experiences next fall; this new method involves larger blocks of time for better integration.
- ELC - Dr. Bloomdahl shared that Mu Sigma Chi will be recognized at the annual Diversity Achievement Awards Ceremony. Dr. Dunham is being awarded the Dr. Charles and Marlene Johnson Outstanding Faculty Award at the upcoming Sparks Lecture. Dr. Rebecca Pender Baum is finishing up a two-year accreditation report for CACREP.

Future Meetings

April 13

May 11

June 8

July – No meeting

August 10

Meeting adjourned at 11:00 AM.

Minutes respectfully submitted by: Ms. Paige Rogers