

**College of Education and Human Services
Administrative Cabinet Meeting
May 11, 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, Kem Cothran, Melanie Brooks, Cathy Bazar, Paige Rogers (recorder)

Guest: Kimberly Hanberry Shelton

Welcoming Kimberly Hanberry Shelton

Dr. Whaley announced that Ms. Hanberry Shelton will be taking Ms. Bazar's position as Administrative Assistant II in the Dean's Office. Ms. Bazar asked that Cabinet members share their calendars with Ms. Hanberry Shelton so that she may take care of scheduling meetings from this point forward.

Events Update

The Graduating Student Teacher Celebration will be held on May 13 from 11:00 AM to 1:00 PM in the Alexander Hall atrium. Approximately 160 people will be attending the event, which is a bit higher than in previous years.

University Budget Update

The Board of Regents will be holding a meeting on May 13 regarding tuition increases for FY17. At this point, President Davies has set two proposed tuition increase rates, which will be taken to the Board for approval.

Course Fees

Dr. Whaley stated that the College proposed several new course fees prior to the Board of Regents announcing that such course fees will not be accepted. The latest news is that the Board may be accepting slight increases; however, we must wait to learn more. Dr. Lyons asked that department chairs inquire of their administrative assistants over the next year where costs appear to be accumulating; this information may be used as evidence for fee increases moving forward.

Assistant Dean's Update

Dr. Lyons asked that Cabinet members have their departments send program action summaries and meeting minutes to Ms. Rogers by May 15.

The Space Committee recently met and has approved a policy, which serves as a guideline for shifting office spaces. Dr. Lyons will send this policy to Cabinet members.

Dr. Lyons is concerned that we are not competitive in terms of graduate program costs to students. He proposed the idea of moving toward a competency-based assessment model.

With this model, an assessment fee would be charged for some graduate programs. The assessment would look at students' resumes, work samples, etc. and would involve a checklist of skills. Students who meet assessment requirements would receive credit hours applied toward their transcripts, thereby minimizing the amount of course fees for which these students must pay. This would be similar to the concept of testing out of certain undergraduate courses. Dr. Lyons has prepared a proposal document to facilitate further analysis and action toward this idea. The proposal is being reviewed by Dr. Robert Pervine.

Marketing Discussion

Dr. Whaley and Ms. Rogers addressed the University rebranding that has been proposed by the Office of Branding, Marketing, and Communication.

Ms. Dandeneau asked that publicity requests from faculty and staff be routed through the appropriate chair/supervisor, rather than being brought directly to the Dean's Office.

Departmental Updates

- ACS - Dr. Washington announced that two candidates have expressed interest in Dr. Weber's position. Approval has been received for the position being vacated by Dr. Ajay Das. Dr. Kimberly Stormer has accepted a position with Missouri State.
- CDI - Dr. Kleinhans reported that further clarification was received by the Speech-Language Pathology accreditation team. An example of the minor adjustments to be made includes further evidence of meeting minutes. Dr. Kleinhans also noted that we have 34 new cohort students, including 14 beginning in the summer and 20 starting in the fall. Finally, all spring 2016 graduates have successfully passed their comps.
- CLHS - Dr. Lucko mentioned that CLHS is currently voting on their new departmental handbook; voting concludes at 4:30 PM on May 11.
- ECE - Dr. Hansen has addressed with her faculty the idea of creating an ECE departmental policy handbook. An ad hoc committee will be created for this purpose. The IECE position left by Dr. Jo Robertson's retirement may soon be approved to be filled. Ms. Nancy Strong will be officially retiring on July 8; a temporary Administrative Assistant will soon be hired so that Nancy may begin training her successor.
- ELC - Dr. Bloomdahl announced that the department has received a verbal acceptance from a candidate for the Counseling position that is currently open. The annual ELC hooding ceremony will take place on May 13 at 5:30 PM. A search will soon begin to find a replacement for the Administrative Assistant position left by Ms. Hanberry Shelton.

CAEP Update

September 7-8, the College will be receiving assistance with mock interviews for the upcoming Council for the Accreditation of Educator Preparation (CAEP) accreditation visit. The CAEP review, at this point, will solely address our undergraduate programs.

We're working with the University of Louisville to help determine what defines a cohort.

CPE Accreditation

College accreditation documents will be due to the Council on Postsecondary Accreditation (CPE) next spring. The aforementioned departmental/program meeting notes (with action steps) will be imperative in providing appropriate documentation to the CPE.

KASA Annual Leadership Institute

The Kentucky Association of School Administrators (KASA) will be holding its annual Leadership Institute event at the Galt House in Louisville July 20-22.

TES Update

Dr. Walker mentioned that she will attend a celebration being held for graduating students of the MSU Hopkinsville campus on May 12.

Internships

Dr. Whaley introduced the topic of internships by providing a handout regarding state authorization. The following question was posed: Is there a limit to out-of-state internships? In addressing this query, Dr. Lyons suggested we route any communications of concern to Dr. Robert Pervine. On the Southern Regional Education Board (SREB) website, it appears that if an internship applicant is approved within his/her state, he/she is cleared to work throughout the entire SREB area. The only exception that Dr. Pervine has noted to Dr. Lyons involves students who are already employed by Murray State University and plan to intern within their current setting.

Dr. Whaley explained that we work very closely with Teresa Groves on campus; everything we do goes through her; routed through the president's office; then sent to state agencies for approval. We've always been able to find compromises that work well.

TQI Update

The College and Career Readiness Summit has exceeded its goal of 500 participants by 42 attendees. Registration for the event is now closed, but emails from hopeful participants continue to accumulate. Ms. Brooks announced that a Racer Hospitality Room (AL 2204) will be provided during the Summit for MSU alumni who are attending the event. Dr. Hansen asked if faculty members may attend the Summit in order to receive KTIP training. Ms. Cothran agreed that this would be acceptable.

An information session regarding the Alternative Route to Certification program will be held on May 19 at 6:30 PM in the Alexander Hall Multipurpose Room. An Alt. Cert. handout will also be provided to attendees during the May 25 meeting of regional superintendents.

The Professional Development School (PDS) year-long pilot program is locked in with its chosen candidates. Four regional schools and six MSU students will be participating.

The Teacher Quality Institute has performed data analysis regarding recent Praxis tutoring sessions. Data includes: who scheduled individual sessions, when the sessions took place (not including cancellations), and which content areas were addressed. Ms. Cothran will work with

Dr. Walker to discover which of these students passed the Praxis and ultimately determine if the tutoring sessions are worth continuing.

Ms. Cothran reported that 54 students passed the EDU 104: Exploration of Teaching course, earning Murray State University credit hours.

KATE Update

Dr. Earls announced that she will be participating in the inventory process this year, including identifying 997 pieces of technology equipment within the College. A few faculty members still haven't reached out to have their inventory recorded; they will need to do so very soon.

There is currently a faculty and staff technology rollout in progress. Windows 10 is coming for all machines, as the University will stop supporting Windows 7 next summer. Everything should be fine following the upgrade; however, if there are compatibility issues with certain programs, those will be addressed.

Enrollment for this summer's Robotics Day Camps is at 157 participants.

AL 1007 and AL 210 will undergo modifications this summer. AL 210 will become a more collaborative space for students. More frequently, students are seen bringing their own devices to the College, meaning that fewer desktop workstations and greater space are needed. A select number of computer stations will remain, but the area will look more like a lounge overall. Additional collaborative space is in the works for Carr Health as well.

Development Update

Ms. Brooks thanked everyone for attending and participating in the COEHS Scholarship Banquet. A significantly greater number of students participated this year as compared to years past. New benefactors are anticipated to donate toward the College during the next academic year.

Thanks was also given to those who participated in Dr. Robert Long's regional spotlight event. The Office of Development will be working with COEHS to roll out funds from the Giving Back Endowment.

One of our distinguished alumni, Dr. Walter Bumphus, will be speaking at the spring 2016 Commencement on May 14. The Office of Development is hoping to work with Dr. Bumphus to create a new endowment.

There will be a baseball game at Brooks Stadium in Paducah on May 17. Murray State University will play against the University of Kentucky. The Dean's Office will give promotional seat cushions to the Office of Development for this event. Remaining seat cushions will be used in the Racer Hospitality Room during the 2016 College and Career Readiness Summit in June.

The Office of Development is also planning an alumni event in St. Louis during July of 2016. This event will likely involve attending a local baseball game.

Future Meetings

June 17 – Regular Cabinet Meeting

July 29 – Cabinet Full-Day Retreat

August 10 – Regular Cabinet Meeting

August 12 – All-College Opening Conclave

Meeting adjourned at 10:45 AM.

Minutes respectfully submitted by: Ms. Paige Rogers