

**College of Education and Human Services
Administrative Cabinet Meeting
June 17, 2016 · 8:30 AM**

Members Present: David Whaley, Robert Lyons, Tami Dandeneau, Jacqueline Hansen, Barbara Washington, Susana Bloomdahl, Paul Lucko, Jennifer Earls, Alesa Walker, Kem Cothran, Kimberly Hanberry Shelton, Paige Rogers (recorder)

Members Absent: Melanie Brooks

Budget Update

Dr. Whaley provided a packet of information containing an overview of University budget reductions approved by the Board of Regents on June 10. While other colleges chose to spread their cuts over Years 1 and 2, the College of Education and Human Services chose to implement all of its budget cuts during Year 1.

New College Name Tags

Ms. Hanberry announced that new faculty and staff name tags have been ordered through the University Bookstore and should arrive by the end of June. These tags will feature the new University logo, the individual's name, and the College name.

Events Update

The Administrative Cabinet retreat will be held on July 29 at the clock tower conference room. There will be a New Faculty Orientation on August 10 and 11.

It was decided during the meeting that pre-semester departmental meetings will be held on the morning of August 12. The University will be providing brunch from 11:00 AM to 1:00 PM that day. Then, the all-College opening conclave will take place from approximately 1:30 PM to 4:00 PM.

The Homecoming breakfast will occur on October 29 from 8:00 to 9:30 AM at the Murray Middle School cafeteria. Dr. Whaley announced that the College will not be sponsoring a football game this year; however, he would like to continue the tradition of providing a Welcome Back Picnic for students as well as an alumni reception at one of the basketball games.

Course Fees

Dr. Whaley provided two packets of information regarding new course fees and existing course fees with approved increases. These new and increased fees will go into effect for the fall 2016 semester.

Hiring Adjuncts, Low Enrollment Courses, and Open Lines/Salary Savings

Dr. Whaley provided a handout containing a listing of adjuncts who were hired during the fall 2015 semester and whose costs were paid by COEHS.

Moving forward, increased scrutiny will be placed on course enrollment numbers when determining if a course can/will be offered. There will be some leniency on required courses, and combining low enrollment courses may be proposed.

Ms. Dandeneau offered a handout displaying vacant lines for FY16 and how the University is taxing these positions. This spreadsheet also provides anticipated projections for FY17.

Looking Ahead to AY16-17

Dr. Whaley emphasized the importance of maintaining a pulse on the College as the fall 2016 semester approaches with a goal of reducing the impact of budget cuts upon students as much as possible.

Advising Sessions

The possibility of beginning to offer advising sessions in the format of group workshops was discussed.

Promotional Video

Dr. Whaley announced that the Office of Branding, Marketing, and Communication will be producing a 2.5-minute video for each College. It was requested that Cabinet members submit ideas for our College's video to Ms. Rogers.

Video Project with 100-Year-Old Twins

A video project is being planned involving a pair of 100-year-old twins who graduated from Murray State University and taught at Symsonia Elementary School for 42 years. COEHS students will be filmed asking questions of the twins. This footage will then be played for the sisters, whose responses will also be recorded.

COEHS Update

Ms. Dandeneau announced that graduate assistants are still being funded through the Provost Office; however, this is being done on a first come, first served basis. Ms. Dandeneau is working with Dr. Daniel Hepworth to prepare a college manual for COEHS. Dr. Whaley mentioned that the College has approved the Annual Review of Faculty (ARF) document regarding tenure and promotion.

Bachelor Degrees in Education

Dr. Whaley posed the question of why Bachelor of Arts in Education and Bachelor of Science in Education degrees do not exist at Murray State. It appears the answer may be because our degrees are more specific in terms of focus (e.g., Elementary Education, Middle School Education, Health and Physical Education).

Summer Teaching

University employees may teach summer sessions; however, they will be compensated to the degree of adjuncts in their areas, as referenced in the following:

2.16.3.8 Summer Session Compensation

Compensation for teaching six or more semester hours is 15 percent of the previous year's academic salary. Faculty members teaching off-campus in the summer do not receive displacement pay.

Extra compensation for twelve (12)-month teaching and administrative faculty instructing above their normal summer course load is allowable upon approval by the Provost, and ultimately the President. In all cases, provided nine (9)-month faculty express no interest in teaching the course, the request should be supported in writing by the respective academic unit and should not interfere with regular duties during any given semester. Extra compensation for twelve (12)-month teaching and administrative faculty instructing courses shall follow the college/school adjunct compensation rate.

Assistant Dean's Update

Dr. Lyons noted that 78% of ACS students in the Freshman O 100T courses during the spring 2016 semester will be returning with the same major for the fall 2016 semester. This number is up 4% from last year at this time. Ms. Tressa Ross prepares such reports by monitoring how many students have changed their major, are not registered for the upcoming semester, are on academic suspension, have withdrawn or are not returning to the University, etc. Dr. Lyons indicated that there is a small hole in our tracking system, which results from 2+2 transfer students and changes of major not being reported. As such, Dr. Lyons has asked that department chairs send this type of information over to Ms. Ross as it becomes available to them.

Dr. Lyons proposed the idea of reinstating a policy that would affect students who have been denied admittance into the Teacher Education program due to their academic standing. We currently have an open-door policy where these students are being permitted to retake courses until admittance is possible. If passed, the policy would instead require these students to change their majors. It was understood by the Cabinet that this concept should be introduced to faculty before proceeding and will be discussed further in upcoming meetings.

CAEP Update

Dr. Hansen is in the process of working through recommended revisions of EPSB program submissions and is planning to have these submitted no later than mid-summer. She has been assured that these submissions will be ratified prior to the CAEP visit in November. Dr. Hansen also announced that we have received preliminary results from the national CAEP team regarding feedback on our assessment instruments. She will soon be meeting with the internal CAEP accreditation team to determine how this feedback should be addressed and adjustments implemented.

Dr. Hansen provided a report concerning 2014-2015 COEHS Assessment Results. The document included a draft of recommended suggestions for the assessment process moving

forward. The COEHS 2015-2016 Assessment Plan was also provided but did not include final results. Dr. Hansen emphasized that the College needs to create a system for capturing pertinent assessment information.

Points of Pride

Ms. Rogers asked that department leaders continue to work with her in providing regular updates on College achievements (in relation to faculty, staff, students, programs, and events).

Departmental Updates

- ACS - Dr. Washington announced that one middle school education position has been filled. The department, however, is still looking to fill the other middle school education position in addition to a special education position.
- CDI - Dr. Lyons noted that the department is currently looking at undergraduate curriculum revisions.
- CLHS - Dr. Lucko stated that CLHS has approved their new departmental handbook, which is now in effect.
- ECE - Dr. Hansen shared that Nancy Strong has officially retired, and the department is hoping to have a permanent replacement by August 1. In the meantime, ECE is working toward hiring someone to temporarily fill the position. Dr. David Allen officially resigned from his position in June. A justification document has been created to advertise an Assistant Professor position in Science Education; ideal candidates should possess a STEM background.
- ELC - Dr. Bloomdahl announced that an Administrative Assistant has been hired to fill Ms. Hanberry's previous position.

TES Update

Dr. Walker reported a total of 107 confirmed interns at this point and 238 available placements. Furthermore, 80% of student teaching placements have been confirmed, with an additional 10% providing verbal agreement (their paperwork has not yet been received).

TQI Update

Ms. Cothran shared that 619 people attended the College and Career Readiness Summit, which occurred on June 14-15. Participants hailed from 41 school districts/systems in Kentucky, Tennessee, and Illinois. Of those attendees, 614 completed the evaluation process. The Summit received positive feedback and consisted of 110 presenters and co-presenters.

KATE Update

Dr. Earls provided a handout regarding April and May work order statistics. Rearrangements will be made with the spaces in AL 210 and AL 1007. AL 1005 now contains all new computers, and the laptop cart in Carr Health has been replaced. The new technology rollout for faculty and staff is almost complete. The switch to Windows 10 will soon be implemented within our College. Dr. Earls asked that Cabinet members let her know when new employees are hired so that the KATE team may begin preparing the employees' technology workstations.

Future Meetings

July 29 – Cabinet Full-Day Retreat (9:00 AM - 2:00 PM)

August 10 – Regular Cabinet Meeting

August 12 – All-College Opening Conclave

Meeting adjourned at 11:30 AM.

Minutes respectfully submitted by: Ms. Paige Rogers