

College of Education and Human Services
Administrative Cabinet Retreat
July 29, 2016 - 10:00 AM

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

How will my leadership make a difference?

Dr. Lyons conducted an interactive presentation that involved thoughtful discussion and group participation. The purpose of this session was to develop a more complete understanding of how our daily, weekly, and monthly actions as both individual leaders and as a leadership team can impact the outcomes of the College.

COEHS 2016-2017 Events

A list of tentative event dates for the upcoming academic year was shared, and a new technology called BluuBeam was discussed as a method of pushing event notifications to faculty, staff, students, and visitors of the College.

Diversity Action Plan for College

Dr. Whaley shared a draft document of the COEHS Diversity Action Plan. This plan is not yet ready for revisions, which we are hopeful will ultimately lead to adoption of the plan.

College Policy Handbook

Dr. Daniel Hepworth and a group of others are currently working to develop a College policy handbook. During the fall 2016 semester, a draft of the handbook will be shared with faculty for review and suggestions. Our goal is to have the final draft adopted prior to the CAEP accreditation visit in November.

COEHS Committee Discussion

Dr. Whaley provided a packet of committee details and recommendations that was previously shared with him by the Committee on Committees. This document serves as a draft and includes an overview of the various College committees that exist. It also works to compare the COE Policy Handbook and the HSHS Policy Handbook. Cabinet members will take time to reflect on this packet and return to the August 10 Administrative Cabinet meeting with their thoughts and ideas. The ultimate goal is to formally adopt this document.

National Survey of Student Engagement

Dr. Whaley shared a packet of NSSE 2014 Student Comments regarding Murray State University. Certain reviews in this collection of statements involve programs and departments within COEHS.

National Survey of Faculty Engagement

Following the retreat, Cabinet members will be provided with results from the National Survey of Faculty Engagement. Dr. Whaley explained that this particular survey is completed based on a Likert scale.

Annual Review of Faculty

Dr. Whaley shared a packet of information concerning the COEHS Annual Review of Faculty policy, which was recently developed. The packet includes both the policy itself and survey results regarding individual perceptions of this document. Moving forward, faculty members will be able to choose which policy model they choose to follow (the COE policy, the HSHS policy, or the new COEHS policy). Individual decisions will be collected and recorded on a departmental basis.

Changes in Fair Labor Standards Act

Dr. Whaley provided a packet summarizing the recent changes to the FLSA and how these modifications may impact certain staff members of our College, particularly those who are currently classified as exempt from overtime. In early November of this year, the University's department of Human Resources will release the names of employees who will be moving from salaried staff to hourly staff. These changes will impact reporting of overtime for those individuals. The packet also provides copies of questionnaires to be completed by both the indicated staff members and their respective supervisors no later than August 15.

Other Notes/Ideas

It was indicated that a more systematic procedure for inducting new hires might be beneficial. As it stands now, we may take the liberty of assuming that incoming employees automatically comprehend our methods of operation.

Future Meetings

August 10

August 12 – All-College Opening Conclave

September 14

October 12

November 9

December 14

January 11

February 8

March 8

April 12

May 10

Meeting adjourned at 2:30 PM.

Minutes respectfully submitted by: Ms. Paige Rogers