

**College of Education and Human Services
Administrative Cabinet Meeting
August 10, 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, Melanie Brooks, Kimberly Hanberry Shelton, Paige Rogers (recorder)

Dean's Office Update

Ms. Hanberry Shelton reminded the group of upcoming events within COEHS. The All-College Opening Conclave will take place on August 10 in the Alexander Hall auditorium. The annual Welcome Back Picnic for students will be held on September 15 outside of Alexander Hall. The annual COEHS Homecoming Breakfast will be held on October 29 at the Murray Middle School cafeteria.

Ms. Brooks discussed a recent meeting with a set of 100-year-old twins who are education alumni of Murray State University. She proposed the idea of incorporating these sisters into our October 29 COEHS Homecoming celebrations. Ms. Brooks will work with the Alumni Office, the Office of Development, and Ms. Rogers of the Dean's Office to possibly bring this idea to fruition.

Agenda for All-College Opening Conclave

Dr. Whaley provided copies of the agenda for the August 10 Conclave and reviewed the event outline with Cabinet members. To ensure the highest possible turnout, the annual COEHS group photo will be taken on this date while everyone is gathered in the Alexander Hall auditorium. Ms. Rogers presented promotional items that will be provided to College faculty and staff during the Conclave.

Clarification of Hiring Practices within COEHS

It was asked if Dr. Whaley would like to be involved in discussions of hiring staff within the departments, to which he declined, expressing confidence in the decisions of department heads.

COEHS Overload Payment Policies

Dr. Hansen has developed a handout regarding overload payment policies within the College and the departments. The handout was provided as a resource for Cabinet members.

FY17 Program Coordinator Payments

A list was shared containing the names of program coordinators for FY17, their respective program titles, and their payments received for coordinating these programs.

Course Fees

Dr. Whaley provided a packet that was issued by the Finance Committee during the quarterly Board of Regents meeting. The packet contains a spreadsheet of courses offered by the University along with a comparison of their respective course fees during AY15-16 and the newly proposed hourly course rates. Ms. Dandeneau asked that department heads maintain a close watch on their course fees and on the impact of those fees.

College Enrollment Trends

A spreadsheet of COEHS enrollments during 2011-2015 was shared. Enrollment totals were presented based on department and student classifications (i.e., graduate, post-bacc, and undergraduate). The Cabinet briefly assessed enrollment trends based on this data and noted potential causes for changes in these numbers over time.

Low-Enrollment Courses and Adjunct Pay

Dr. Whaley and Ms. Dandeneau discussed a newly proposed policy regarding adjunct pay for courses with low enrollment. Under this plan, the following guidelines for adjunct pay would exist:

1. \$2,400 paid for:
 - a. Graduate enrollments of 5 and above
 - b. Undergraduate enrollments of 8 and above
2. \$1,600 paid for:
 - a. Graduate enrollments of 3-4
 - b. Undergraduate enrollments of 3-7
3. Not offered:
 - a. Graduate and undergraduate enrollments of 2 and below
4. Department chairs may adjust adjunct payments using departmental funds.
5. If courses need to be offered differently than described above, considerations will be made on a course-by-course basis.

Due to approval by members of the Cabinet, this proposed policy will take effect immediately.

Operational Norms for COEHS Administrative Cabinet

Dr. Whaley proposed the following operational norms for the Cabinet:

1. Participants will engage as equals, without hierarchy, while honoring individual differences and styles.
2. Confidentiality will be observed on all matters unless there is group agreement first.
3. Meetings will be focused, and members will come prepared to all meetings.
4. Meetings will start on time and finish on time, unless otherwise agreed upon.
5. Members will be present at all times, both mentally and physically.
6. The group will encourage information sharing and questioning from its members.
7. Civil and respectful discourse is recognized as essential to a comprehensive discussion and decision-making process.
8. There will be time for reflection or wait time.
9. There will be a written record of all decisions.
10. We will make decisions by consensus and have an alternative ready if necessary.

11. All participants will take responsibility for both individual and group adherence to these norms.

New Atrium Screen

Ms. Dandeneau announced that there is a new, large screen in the atrium of Alexander Hall. Ms. Rogers has access to modify what appears on the screen, so any update requests should be sent to her.

CDI Update

Dr. Lyons shared that a previously hired faculty member has bowed out from the position.

Development Update

Ms. Brooks provided a packet of updates from the Office of Development. The information included College accomplishments from FY16, College goals for FY17, and funding priorities for FY17.

TQI Update

Ms. Cothran provided a handout of TQI updates, specifically regarding the 2016 College and Career Readiness Summit, Professional Development Pilot Program, Alternative Route to Certification, EDU 104 course, STEM grant, and TQI staff.

KATE Update

Dr. Earls reminded the Cabinet that AL 210 is no longer a lab; instead, it's a collaboration space, which seems to be going well.

ACS Update

Dr. Washington announced that the ACS department has one late hire.

ELC Update

Dr. Bloomdahl shared that the ELC department has three late hires.

CLHS Update

Dr. Lucko announced one late hire within the CLHS department. Cabinet members were also invited to visit the newly renovated student lounge in Carr Health.

ECE Update

Dr. Hansen announced that there was one late hire for the ECE department, and they are continuing to search for an administrative assistant.

Future Meetings

August 12 – All-College Opening Conclave (Alexander Hall Atrium, 1:30-3:30 PM)

August 30 – Coffee with the Dean (Alexander Hall Multipurpose Room, 9:00-10:30 AM)

September 14

October 12

November 9

December 14

January 11

February 8

March 8

April 12

May 10

Meeting adjourned at 10:45 AM.

Minutes respectfully submitted by: Ms. Paige Rogers