

College of Education and Human Services
Administrative Cabinet Meeting
August 31, 2016 · 8:30 AM

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

Members Absent: Kem Cothran

Assistant Dean's Update

Dr. Lyons has sent an email to first- and second-year faculty regarding faculty development sessions being held during the fall 2016 semester. Ideally, these sessions will involve instruction by faculty members who have been with the College for a while. Dr. Lyons asked that Cabinet members reach out to faculty within their respective departments to encourage such individuals to speak at the sessions.

A week has been set for the Curriculum Committee to meet, but no specific date has been chosen yet. More information will come.

Dr. Lyons has asked Ms. Cothran, Dr. Earls, and Ms. Dandeneau to consider converting the previous Advising Center space into a student support area for services such as Praxis tutoring.

A mock visit for our upcoming CAEP accreditation will be held September 7-8.

A Leadership Team meeting was held on August 26. Another meeting of this group is planned for September 2, at which point the topics of discussion will likely involve programs and curriculum.

Dean's Office Updates

Ms. Hanberry Shelton has asked that scheduling forms from the departments be returned to her by September 9 at the latest.

The COEHS Student Picnic will be held on September 15 from 11:00 AM to 1:00 PM directly outside of Alexander Hall. The College's Student Ambassadors are assisting in the planning and coordination of this event. Cabinet members have been asked to reach out to leaders of student organizations for representation at this event.

Ms. Rogers shared information regarding the Facebook group she helped develop for the IECE program.

Ms. Dandeneau announced that approximately \$12,000 has been spent in travel this year. Furthermore, approximately \$40,800 has been spent in adjunct pay, which is significantly less than at this time last year.

Ms. Dandeneau and Ms. Cothran have walked through Alexander Hall to find possible improvements to be made prior to the CAEP visit in November. The first floor is currently receiving some paint work. The Head Start area of the building will be painted and receive new carpeting soon; this expense will be paid by the Murray Independent school system.

CAEP Update

Dr. Hansen shared that the accreditation process has multiple layers, including a University assessment layer. In May 2016, feedback was received with regard to state-level assessments that were submitted in fall 2015. Since that time, adjustments have been made based on the feedback. The CAEP pre-visit will be held in late September, at which time EPSB members will visit Murray to make suggestions regarding hotel accommodations, building appearances, etc. The official CAEP accreditation visit will take place November 12-15.

CPE Update

Our programs will be undergoing review during spring 2017.

COEHS Assessment Plan

Dr. Hansen announced that information regarding the 2014-2015 and 2015-2016 Assessment Plans will be forthcoming.

Departmental Updates

- **ACS:** Dr. Washington announced that the department will be interviewing for the special education position and hopes to have someone in that position for the spring 2017 semester.
- **CDI:** CDI regularly receives 120-130 applicants for its graduate program, and many of these applications involve various support materials. To streamline the review process, the department is looking toward integrating a program entitled CSDCAS. The program would require applicants to pay a fee to conveniently submit their application materials and review their documents and status at any time. This portal would also facilitate communication between the department and its applicants.

Dr. Lyons believes that CDI has approval for a late hire. Two other positions will be advertised soon.

To celebrate the reaccreditation of the graduate program in Speech-Language Pathology, a reception will be held in the Alexander Hall atrium on September 29 from 3:00 to 4:00 PM. Cake and punch will be provided. President Davies and Acting Provost Renae Duncan are expected to be in attendance.

CDI will be attending a KSHA conference in Lexington in February 2017.

- **CLHS:** Dr. Lucko shared that there is some restructuring going on within the Nonprofit Leadership Studies and Recreation and Leisure programs. The Department has inherited the “Get Connected” program that once belonged to the Office of Regional Outreach.

The first graduate student has been accepted into the Criminal Justice/HDL program track.

Conference room renovations are being made in Carr Health, and a new room reservation system has been developed for use of the building. CLHS is advertising for a permanent, part-time employee to work at Carr Health and monitor the building during the weekends.

- **ECE:** Dr. Hansen announced that Ms. Emily Smith will be starting as Administrative Assistant for the department on September 1. Dr. Judy Brookheiser and Dr. Kelly Rogers have both expressed interest in instructing environmental education courses.
- **ELC:** Dr. Bloomdahl shared that the Assessment Clinic already has appointments reserved into December 2016. Ms. Kelsey Bourne, the department’s Administrative Assistant, will be spending her last day with the College on September 1.
- **TES:** Dr. Walker provided an update on current student teaching preparations.
- **KATE:** Dr. Earls stated that AL 210 appears to be a success as a new collaboration space. There have been 790 hits to the BluuBeam puck in the Alexander Hall atrium.

Lunch and Learn trainings will begin next week for faculty and staff and will take place over the coming four Fridays.

- **Office of Development:** Ms. Brooks shared a packet of Development updates, including recent position and title changes within the University Advancement team (formerly the Marketing and Outreach team), FY16 giving results, and goals/priorities for FY17.

Dean’s Update

- **Academic Deans and Directors Meeting:** Dr. Whaley provided a page of notes from the Academic Deans and Directors meeting held on August 23. A packet of information was also distributed with regard to “Credits to Degree and Compliance with Kentucky Revised Statute 164.2951”.

Dr. Whaley has shared a draft of a new scholarship review policy for Cabinet members to examine. It is anticipated that this new policy will be approved by the Board of Regents at their next meeting.

The Faculty Senate will likely be recommending that a certain number of office hours be provided by faculty members. There will be more discussion and information to follow.

- **Diversity Action Plan:** Adoption of this policy is currently on hold. More information will follow.
- **Clarification of Hiring Practices in the COEHS:** Dr. Whaley shared a set of clarification topics for reference.
- **Faculty Overload Payment Policies:** Dr. Whaley supplied a handout containing policy specifics for reference.
- **FY 17 Program Coordinator Payments:** A list of program coordinators and their respective payments was provided. Dr. Whaley asked that Cabinet members correct any errors seen within their departments/areas.
- **Enrollment Trends and Challenges:** Dr. Whaley shared a packet of graduate program enrollment numbers throughout the University. The document also includes in-state and out-of-state graduate tuition rates (per credit hour) for several universities in this region. A spreadsheet of 2011-2015 COEHS enrollments was also provided.
- **Superintendents Advisory Committee:** The Dean's Office is working to form a Superintendents Advisory Committee to help generate valuable feedback and recommendations for our educator preparation program. Dr. Whaley shared a list of those regional superintendents who have already been invited to join the Committee. If Cabinet members have other individuals that they would like to see on this list, they are welcome to voice those suggestions.
- **Committees and Committee Composition:** Dr. Whaley provided a packet of current COEHS committees, including their purposes and their members. Cabinet members have been asked to help update this document in Google by September 9. Dr. Lyons recommended that changes be highlighted in red on the Google Doc. If the document does not specify how committee members are selected, department chairs/directors may appoint members from their areas to those respective committees.
- **New COEHS Faculty:** Dr. Whaley shared a list of new faculty hires for the 2016-2017 academic year. A New Faculty Luncheon will be held on September 30 from 11:30 AM to 1:00 PM in the Curris Center's Commonwealth Room. While all department chairs/directors are welcome to join, those with new faculty are specifically encouraged to be in attendance at the luncheon.

Upcoming Tenure and Promotion Candidates

Dr. Jeanetta Riley will be seeking promotion to full professor, while Dr. Richard Dodson will be seeking both tenure and promotion to associate professor.

Future Meetings

September 14

October 12

November 9

December 7 (This meeting was previously planned for December 14.)

January 11

February 8

March 8

April 12

May 10

Meeting adjourned at 11:15 AM.

Minutes respectfully submitted by: Ms. Paige Rogers