

**College of Education and Human Services
Administrative Cabinet Meeting
September 14, 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, Kem Cothran, Paige Rogers (recorder)

Members Absent: Kimberly Hanberry Shelton

Dean's Office Update

Ms. Rogers highlighted several upcoming College events, including Nonprofit Connections (9/14), the COEHS Student Picnic (9/15), a reception being held to honor the reaccreditation of the Speech-Language Pathology graduate program (9/29), and the COEHS Homecoming Breakfast (10/29).

Dr. Whaley noted a unique opportunity being provided by the College's Voice and Swallowing Research Clinic. Voice majors have been invited to get a closer look at their vocal folds by taking advantage of the Clinic's stroboscopy unit. A student worker within the Dean's Office was the first to be examined with this tool. Photos from her experience can be viewed on the College's social media pages.

Academic Deans and Directors Meeting

Dr. Whaley shared notes and other information from the September 13 Council of Deans meeting.

The Cabinet briefly discussed a difference in graduate program costs between Murray State University and other institutions. Graduate program enrollment was also analyzed as a result of these costs. Dr. Whaley proposed the idea of developing a new graduate program within the College. Further discussion took place regarding what that program might be, but no final decisions were made. The Cabinet went on to evaluate data instruments showing graduate enrollment across the University. This data generally showed that unduplicated graduate enrollment has declined significantly over the past few academic years. The number of graduate degrees awarded by the University, however, has remained relatively high.

A discussion of hybrid courses was held during the Council of Deans meeting. It was determined that no specific definition exists for what constitutes a hybrid course. Different sources perceive various definitions at this time.

With regard to branding and marketing, designs used in off-campus publications should be approved by the Office of Branding, Marketing, and Communication.

Diversity Action Plan

Dr. Whaley recently met with Ms. Camisha Duffy regarding the Diversity Action Plan developed by and for our College. Ms. Duffy shared multiple sets of CPE guidelines that she has received for the University's forthcoming diversity policy. These shared guidelines should be considered in the development of our own Diversity Action Plan. It was determined at the conclusion of Dr. Whaley's meeting with Ms. Duffy that the College's plan is a fluid document and may evolve as CPE guidelines and the University's diversity policy change.

Committees and Committee Composition

A printed copy of the 2016-2017 Proposed COEHS Committee Details was provided. Changes made in Google Docs were highlighted in red. Dr. Whaley will review the document once more, propose modifications, and then ask Cabinet members for their approval on the final document for adoption. To ensure uniformity across committees, it was decided that the terms of all committee members will be staggered. Dr. Hansen suggested that a committee be added for facilitating timely dispersion of student awards.

Danielson Framework

The question was posed as to whether or not our candidates are adequately prepared upon graduation. Dr. Whaley will be reaching out to Cabinet members for further clarification at a later date.

Assistant Dean's Update

Duties of the Undergraduate Studies Committee will be transitioned to the Policy Review Committee.

Dr. Lyons will be proposing a meeting of the new Partnership Advisory Council on September 29 at 5:00 PM in the Alexander Hall atrium. A select group of superintendents will be invited to attend this meeting and will be asked to send representatives from their schools. The meeting will include a number of breakout sessions. In order to meet compliance with CAEP standards, relevant data will be shared with the school partners at this time. Feedback from the event will be documented and used to move forward accordingly.

Dr. Lyons provided a handout containing the CAEP definition of a quality assurance/control system. A discussion took place regarding the lack of clarity with regard to which type of quality assessment metrics are desired for CAEP accreditation. A policy was proposed for moving forward in solidifying guidelines for the maintenance of EPP-wide assessments. It was recommended that a decision be made during the next Administrative Cabinet meeting as to where this policy will be located (i.e., in which College manual).

The Cabinet was reminded that AL 2217 (the College's former Advising Center) will be transformed into a Student Success Center for activities such as Praxis tutoring.

Budget Update

Ms. Dandeneau shared that web monies should be available soon, as indicated by Ms. Camela Ramey. The Office of the Provost has provided our College with \$10,000 to put toward the upcoming CAEP accreditation visit.

Copy Codes

A change in copy codes was discussed. Codes for the ACS department have already been modified at the request of Dr. Washington. Ms. Dandeneau asked that other departments consider how they would like their copy codes to be set. Dr. Earls added that printing reports are currently accessible based on individual use.

CAEP Update

Dr. Lyons shared that there is a log sheet available to show the progress of getting our College programs approved by the EPSB. The CAEP pre-visit will take place on September 26, and a draft addendum for the official CAEP visit will be available on September 19.

Dr. Hansen has sent a survey to College faculty as part of our COEHS continuous assessment process. Information is being collected with regard to faculty members' 2015-2016 professional development, partnership, presentation, publication, and grant activities. This data will be used to support our faculty's continued efforts in these areas.

Residential College Head Limitations

Dr. Whaley would like to set a limit of two residential college heads within the COEHS. The Cabinet approved this decision.

Transition to New Tenure and Promotion Policies

Dr. Whaley provided clarification of the policies surrounding tenure and promotion within the College.

Graduate Program Management and Recruitment

Dr. Lyons reminded department chairs/directors to submit their program forms. Graduate submissions will require both the program forms and students' transcripts.

Departmental Updates

- **ACS:** Dr. Washington shared that three (possibly four) interviews are being planned for the special education position within ACS.

The Family and Consumer Sciences program will be sponsoring an FCS Summit on the Status of Women in Kentucky on September 30.

- **CDI:** Dr. Lyons announced that CDI will be advertising for two positions and will be completing a late hire for spring 2017.

Recruitment efforts will be made at the KSHA conference happening in February 2017.

- **CLHS:** Dr. Lucko shared that CLHS is working to schedule a signing ceremony for the CRJ articulation agreement between MSU and WKCTC.

Dr. Judy Brookhiser will be teaching an environmental education course during the spring 2017 semester.

The Carr Health building is attracting a lot of attention, specifically with regard to room reservations. A revised fee structure for building use has been implemented and is working out well. A fee waiver system is being developed to address concerns by certain University groups. Two break-ins have occurred at Carr Health during the past week.

- **ECE:** Dr. Hansen reminded Cabinet members of the department's new administrative assistant, Ms. Emily Smith.
- **ELC:** Dr. Bloomdahl announced that a baby shower will be held for Dr. Rebecca Pender Baum on September 21 from 11:30 AM to 12:30 PM in the Alexander Hall multipurpose room.
- **TES:** Dr. Walker shared that student teaching interviews at the 2+2 campuses have already occurred. The first of three student teaching orientations will be held on September 14 for those hoping to begin their student teaching in the fall of 2017.

Seventy applications were received for the open position within TES.

- **TQI:** The theme of this year's Educators Rising conference will be "Why Teach?" Competition details for this event have been updated and posted online.

The Spanish mentoring and tutoring program with Calloway County High School has been successful. Mayfield High School has already reached out to TQI with hopes of becoming involved as well.

Ms. Cothran provided an overview of how the new Student Success Center will work. A group Praxis tutoring session will be held on September 19.

Ms. Cothran provided a handout of other updates within TQI.

- **KATE:** Dr. Earls reminded the Cabinet that "Lunch and Learn" sessions are currently underway and will be continuing over the next three Fridays.

STLP sessions will be taking place in the Curris Center on November 3.

A College Work Order Summary for August 2016 was shared with the group.

- **Office of Development:** Ms. Brooks announced that a tailgate event will be held during the upcoming MSU vs. SIU game. An alumni event will also take place on September 23 at Paducah Beer Werks. Visits are being planned for Cincinnati, OH, and Birmingham, AL, in October.

Donors and recipients of the Badgett Scholarship will be honored with a reception at the Madisonville campus on October 13.

Homecoming Preparations

Dr. Lyons shared that a Homecoming Committee is being formed to facilitate the selection of our annual Outstanding Alum award recipient. A structured set of guidelines is also being developed for future selection of both committee members and award recipients.

Dr. Lucko announced that CLHS and CDI will be participating in Tent City this year.

Future Meetings

October 12
November 9
December 7
January 11
February 8
March 8
April 12
May 10

Operational Norms for Administrative 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 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*

COEHS Mission Statement

The mission of the College of Education and Human Services is the preparation of leaders for successful careers who positively impact communities as advocates and practitioners through student-centered, authentic, and engaging academic programs.

COEHS Vision Statement

Our College will be recognized for producing graduates who foster excellence in their communities.

COEHS Core Values

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|----------------------------------|----------------|-------------------------|
| Accountability | Responsibility | Transparency |
| Respect, Empathy, and Compassion | Collaboration | Diversity and Inclusion |
| Integrity | Strategic | Research-Driven |

Meeting adjourned at 11:30 AM.

Minutes respectfully submitted by: Ms. Paige Rogers