

College of Education and Human Services
Administrative Cabinet Meeting
October 12, 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, Kimberly Hanberry Shelton, Paige Rogers (recorder)

Guests: Samir Patel, Landon Clark, Daniel Hepworth

Diversity Action Plan Update

Dr. Patel reviewed the development process for the College's Diversity Action Plan. The process began by establishing two primary emphases for the plan: 1.) recruitment and retention of diverse faculty and staff and 2.) preparation of students who are ready to function in an increasingly diverse global environment. The next step was to determine which actions could be used to support these goals. Dr. Patel delved further into the document, noting the objectives and strategies for achieving the aforementioned goals.

Cabinet members provided suggestions for improvement, specifically regarding the language of the document. The next steps for the Diversity Committee is to make any necessary revisions to the document, map out a route for operationalizing this plan within the College, and ultimately present the policy for adoption by the College. Dr. Whaley suggested holding an all-College meeting where the Diversity Action Plan, a new office hour policy, and a new College constitution will be offered up to faculty and staff for adoption votes.

CPE 5-Year Review

Dr. Clark provided a handout regarding what will be expected during the upcoming 5-year CPE review of the College. According to the CIP codes provided by CPE, each program within the College will be responsible for providing its own review. This allows us the opportunity to provide both context and an explanation for each of our programs. The *Review of Existing Academic Program* should consist of the following sections (each with their own specific criteria): Centrality to the Institution's Mission and Consistency with State's Goals, Program Quality and Student Success, Program Demand/Unnecessary Duplication, Cost and Funding, and Additional Information.

The handout also contained an administrative overview and a timeline for this CPE process (as outlined below).

- **Late November 2016:** Data is received from the Office of Institutional Effectiveness
- **November 28, 2016:** Documents are disseminated to program coordinators/directors
- **February 1, 2017:** Completed drafts of the *Review of Existing Academic Program* should be submitted via Google Drive for internal review
- **February 15, 2017:** Suggested revisions will be sent to program coordinators/directors

- **March 1, 2017:** Revised reviews should be submitted to Dr. Landon Clark via Google Drive
- **March 15, 2017:** All reviews must be submitted to the Office of Institutional Effectiveness by the Academic Council (this date is non-negotiable)

COEHS Constitution

Two constitutions currently exist for the College of Education and the College of Health Science and Human Services; however, there was previously no official document of this nature for the College of Education and Human Services. Therefore, Dr. Hepworth has been tasked with developing a draft constitution for the COEHS. This draft was supplied to Cabinet members at the meeting and was overviewed by Dr. Hepworth.

A goal for this new document is that it is specific enough to provide solid guidelines but broad enough to provide leeway when necessary. In addition to this new College constitution, Dr. Hepworth recommends that each department develop its own departmental handbook to supplement any gray areas and provide further specifics relevant to each department.

The Cabinet provided a few initial suggestions for improvement of this draft document. Dr. Whaley asked that Cabinet members take time to review the document further and submit any additional recommendations to Dr. Hepworth via a shared Google Doc by October 31. The aforementioned all-College meeting, at which the final constitution will be presented for adoption, will likely occur in early November.

Technology Action Plan

Dr. Earls provided the Cabinet with copies of a proposed Technology Action Plan for the COEHS. It was announced that this is a fluid document but will serve as a guidepost in the EPP's continued work on foundational technology integration.

Dr. Whaley asked that Cabinet members provide feedback to Dr. Earls by the end of the day on October 13. The next step will be to include the final document (with any necessary revisions) in the CAEP addendum being submitted on October 14. By consensus, the Cabinet approved the plan for this policy.

Dean's Office Update

Ms. Hanberry Shelton announced that textbook order forms are due by October 14 at noon.

CAEP training sessions will be occurring over the coming weeks with the first session happening October 14 at noon in the Alexander Hall atrium.

The COEHS Homecoming Breakfast will be occurring on October 29. Ms. Dianne Owen has been selected as the 2016 Outstanding Alumna, an award that will be presented during the breakfast. Ms. Owen is also scheduled to represent the College during the Homecoming parade. Dr. Russ Wall, former dean of the College of Education, will be driving his Corvette in the parade. Coordinators of COEHS student organizations have been asked to encourage their

students to participate in the parade. These students will walk alongside the vehicle as it proceeds through the parade route.

Trick-or-treaters from HeadStart will be visiting the College on October 31 to collect candy, which will be provided to departments beforehand by the Dean's Office.

The copy machines in the mail room and faculty file room of Alexander Hall have been switched to a system that implements individual copy codes, rather than department-wide copy codes. This new system is now in effect for the departments of ACS, ECE, and ELC.

Assistant Dean's Update

The first of three faculty development sessions took place on September 23 and went well. Additional faculty development sessions are planned for October 28 and December 2.

FLSA Highlights

Dr. Whaley provided a handout containing highlights of the new Fair Labor Standards Act policy being enacted by the University. These notes were collected during a presentation held by Human Resources on October 4.

Office Hour Policy

The University handbook leaves the decision of office hour requirements up to the individual colleges. Both the COE and HSHS policy handbooks prescribed a total of at least ten office hours per week for faculty members. These ten hours are to be face-to-face and spread across at least four days of the workweek.

The Faculty Senate is recommending that faculty hold six face-to-face office hours and four virtual office hours each week. Cabinet members voiced their opinions on this matter. Ms. Dandeneau recommended that this issue be brought forth as a topic at the October 13 Student Advisory Council meeting.

The Cabinet ultimately decided, by consensus, that the current policy will hold true, meaning that faculty members must offer at least ten face-to-face office hours across four days of each workweek. Faculty who wish to deviate from this policy may bring forth a request to their respective department chair. Exceptions may be granted on a case-by-case basis for a term of one regular semester. No exceptions will be granted that result in fewer than three days of office hours.

Guidelines for the Maintenance of EPP-Wide Assessments

Dr. Lyons shared a proposed policy for the maintenance of EPP-wide assessments. The rationale for this policy is that: EPP-wide assessments of candidate progress must demonstrate content validity and inter-rater reliability to meet assessment standards. The policy outline includes: methods for establishing validity and reliability, a schedule of revalidation, and a statement regarding the integrity of assessment. The Cabinet passed a motion to accept this policy.

Departmental Updates

- **ACS:** Dr. Washington noted that an FCS Summit was organized by Dr. Janine Duncan and held on September 30. A new curriculum change has been vetted for the FCS program. Two candidates were interviewed for the special education position, and an offer has been made to one of the candidates. Dr. Kemaly Parr has submitted a proposal for a CTE grant.
- **CDI:** Dr. Lyons shared that CDI will be advertising for two open positions.
- **CLHS:** Dr. Lucko announced that an agreement has been reached with Racer Athletics with regard to the use of Racer Arena. Carr Health building hours will be changing in January 2017.
- **ECE:** Dr. Hansen noted that the state no longer requires environmental education as a course for undergraduate students. EDU 404, the environmental education weekend course, will be deleted as an offering (effective spring 2017). IECE is holding a get-together event on October 12; this type of event is held each semester for the program's students and is organized by the program coordinators.
- **ELC:** Dr. Bloomdahl shared that ELC has three ongoing position searches. Dr. Brian Bourke has been named editor of the *College Student Affairs Journal*. A second-year PSE graduate student will be having an article published in *NACA*. Dr. Mardis Dunham took a group of graduate students to a KAPS conference in Louisville, where he also made a presentation.
- **TES:** Dr. Walker announced that fall 2017 student teacher orientations have all been completed. The deadline for KTIP interns is October 17. There are currently 196 interns with further openings remaining.
- **TQI:** Ms. Cothran provided a packet of information, which was reviewed by Dr. Lyons. The packet included various TQI updates, alternative certification data, and a floorplan and graphics for the new Student Success Center.
- **KATE:** Dr. Earls reminded the Cabinet that an STLP event will be held on November 3 in the Curris Center. Team Dynamics is the new work order system that will be used by the College. Although the system is not yet ready to be implemented, KATE is planning for a smooth transition process.
- **Office of Development:** Ms. Brooks provided an update with regard to upcoming College alumni events, including an event to be held in Cincinnati and an upcoming MSU football game.

Future Meetings

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

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

Meeting adjourned at 11:40 AM.
Minutes respectfully submitted by: Ms. Paige Rogers