

**College of Education and Human Services
Administrative Cabinet Meeting
November 11, 2016 · 8:30 AM**

Members Present: David Whaley, Robert Lyons, Jacqueline Hansen, Barbara Washington, Paul Lucko, Jennifer Earls, Alesa Walker, Melanie Brooks, Kem Cothran, Paige Rogers (recorder)

Members Absent: Tami Dandeneau, Susana Bloomdahl, Kimberly Hanberry Shelton

Dean's Office Update

Dr. Whaley began the meeting by sharing two articles from *Academic Leader: The Newsletter for Academic Deans and Department Chairs* and announcing that Dr. Hansen has been named College Teacher of the Year by the Kentucky Council of Teachers of English / Language Arts.

Ms. Rogers shared that summer 2017 schedules are due to Ms. Hanberry Shelton by November 16. Upcoming College events include: an all-College meeting on November 29, the Faculty and Staff Holiday Celebration on December 2, the Holiday Celebration for Student Workers and Graduate Assistants on December 5, and the Graduating Student Teacher Celebration on December 9.

It was also announced that a new system for sharing meeting minutes has been introduced to the COEHS intranet. Cabinet members agreed that they would like to approve minutes from their respective departments before having them posted to the intranet.

Update on Performance-Based Funding

Dr. Whaley provided eleven metrics which may be used for performance-based state appropriation funding:

1. number of undergraduate degrees awarded
2. number of STEM-H degrees awarded
3. underrepresented minority students
4. low-income students
5. direct spending on students
6. student full-time equivalent (FTE) enrollment
7. progression to 30 credits
8. progression to 60 credits
9. progression to 90 credits
10. progression to 120 credits
11. square footage of buildings

FLSA Discussion

Cabinet members shared their most recent understandings of the new FLSA requirements being imposed by the University.

College Innovation Committee

Dr. Whaley is preparing to create an ad-hoc College Innovation Committee. This new committee will convene to review budget priorities and evaluate existing practices, which includes identifying new college innovation. The committee may also examine the ongoing issue of salary compression and make recommendations accordingly. A handout containing two charts was distributed to Cabinet members. One chart highlights the average salaries of assistant professors at Murray State University as compared to other four-year public institutions. The other chart provides similar information for lecturers.

Dr. Whaley asked Cabinet members to either nominate themselves or to nominate faculty from their respective departments who might serve. Ideally, this committee will begin forming in January 2017.

Transition to New Tenure and Promotion Policies

Dr. Whaley will be sharing with the chairs a list of faculty members who have made their selection regarding tenure and promotion policies. He asks that chairs seek out any faculty members within their departments who have not responded in order to record their official policy selections.

Assistant Dean's Update

Dr. Lyons supplied a handout containing several updates, including those related to curriculum, faculty development, building space, graduate coordinators, and recruitment and retention.

Room Reservation Concerns

For groups outside of the College, access to the Multipurpose Room will now be more limited. Access to the Jan Weaver Conference Room will continue to be restricted and require approval by the Dean's Office.

CAEP Update

A final meeting of the internal accreditation leadership team will be held today (November 11) at noon. Dr. Hansen feels confident in our preparation efforts. Members of the CAEP and EPSB accreditation teams will be arriving throughout the day on November 12. A brief overview of the visit schedule was discussed.

All of our College's program review documents (both undergraduate and graduate) have been accepted and approved by the EPSB.

Departmental Updates

- **ACS:** Dr. Washington noted that an offer for the open special education position was declined, but four more applications have since been received. Several applications have also been received for the open middle school position.
- **CDI:** Dr. Lyons shared that within CDI, there is a review of graduate and undergraduate curriculum. Changes will likely occur, particularly with undergraduate programs. CDI

also has two position searches underway.

- **CLHS:** Dr. Lucko announced that environmental education materials are being moved from Woods Hall to the Carr Health building. The new fee schedule for use of Carr Health is going well.
- **ECE:** Dr. Hansen noted that the IECE program has submitted program changes for approval by the University. The department is looking towards the development of an ECE handbook, writing for which will likely begin in January 2017.
- **TES:** Dr. Walker shared that Ms. Stephanie Pickard, a recent hire, began work with TES on November 7 and will be filling Ms. Susan Krieb's former position.
- **TQI:** Ms. Cothran announced that the 2016 Educators Rising Conference took place in the Curris Center on October 27. This event included participation by 12 area high schools.

The Student Success Center is now open in 2217 Alexander Hall. Ms. Cothran provided handouts containing both the hours for this Center and a PRAXIS RtI Plan.

The Professional Development Schools are going very well, and TQI is excited to look at data following the conclusion of this pilot program. The number of schools and Murray State students participating in the program is expected to increase moving forward.

- **KATE:** On November 3, an STLP regional conference was held in the Curris Center. Dr. Earls noted a participation increase of over 40% in relation to last year's event.

Dr. Earls also discussed printing costs, BluuBeam, and increased student use of 210 Alexander Hall as a collaboration area/workspace.

- **Office of Development:** Ms. Brooks provided an update regarding donations to the College, holiday gifts for our donors, and the updating of scholarship guidelines.

Future Meetings

December 14 - Moved from December 7; will be held in the Carr Health conference room

January 11

February 8

March 8

April 12

May 10

Other Important Dates

11/12-11/15: CAEP/EPBSB Onsite Accreditation Visit

11/16: WKEC Board Meeting in Eddyville, KY

11/17: Senior Breakfast
 11/23-11/25: University's Thanksgiving Break
 11/29: All-College Meeting (College Constitution, Diversity Action Plan, Technology Action Plan)
 12/2: End of Fall Courses
 12/3-12/9: Finals
 12/10: University Commencement
 12/12: EPSB Board Meeting in Frankfort, KY
 12/14: WKEC Board Meeting in Eddyville, KY

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 11:00 AM.
 Minutes respectfully submitted by: Ms. Paige Rogers