

**College of Education and Human Services
Administrative Cabinet Meeting
December 14, 2016 · 8:30 AM**

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

Members Absent: Melanie Brooks

NCTQ Update

Dr. Whaley discussed the recent release of teacher education program rankings by the National Council on Teacher Quality (NCTQ). He shared the Council's latest ranking of institutions of higher education in Kentucky. This data was sorted based on 2016 percentiles. The Dean also shared a printout of his email correspondence with Robert Rickenbrode of the NCTQ, in which Mr. Rickenbrode stated that Murray State University had not been included in the published rankings due to additional support material submitted by our College to the NCTQ in September 2016. Once the Council has reviewed this material, our results may be viewed by Dr. Whaley and ultimately published by the NCTQ.

Update on Performance-Based Funding

A deans' retreat with President Davies was held on December 13 at Oakhurst. Dr. Whaley shared an informational handout from that meeting. The handout included instructional and total academic area costs and FTE data (sorted by college or University area). A packet was provided to illustrate the following data: total headcount, FTE, low-income headcount, new freshmen, new transfer students, graduation rates, retention of new freshmen, and underrepresented minorities within faculty and staff.

Entrepreneurial Activities

Dr. Whaley indicated that President Davies is interested in pursuing entrepreneurial activities within the University.

EPSB - Rank II Changes

Dr. Whaley shared that there is a strong movement in Frankfort regarding policy modification for obtaining a Rank II. This change would favor professional involvement over holding a master's degree. SB 80 is proposed legislation that will target this.

Dean's Office Update

Ms. Hanberry Shelton recalled the success of the Graduating Student Teacher Celebration, held on December 9, and looked ahead to initial events for the spring 2017 semester. Dr. Whaley proposed the idea of using the morning of January 13 as a time for CPE review writing lieu of a spring kickoff/conclave. Department meetings will then take place in the afternoon on this date.

Summer schedule proofing will occur on December 14 until 2 PM. Ms. Rogers reminded the Cabinet of renovation projects that will be taking place in both the Dean's Office and the administrative assistants' area for the ECE and ELC departments.

College Financial Update

Ms. Dandeneau and Dr. Earls met last week regarding forthcoming College purchases, including new computers for faculty and staff (as noted in the previously scheduled rotation), a new server, and an audio system for the Alexander Hall atrium. Dr. Washington brought up the idea of purchasing a new copier for the faculty mail room in Alexander Hall.

It was decided that Dr. Whaley, Dr. Lyons, Ms. Dandeneau, Dr. Bloomdahl, Dr. Hansen, Dr. Lucko, and Dr. Washington will meet to discuss a new plan for faculty incentive grants, including who will receive these grants and what the theme will be focused on this year.

CAEP Update

Dr. Hansen has been working on the second significant report which will be given to the CAEP audit committee. She provided the Cabinet with an overview of the next steps in the review process. Dr. Lyons announced that, with regard to the CAEP accreditation process, the Selected Improvement Plan will be the primary focus for the spring 2017 semester. As such, a Core Redesign Task Force is being assembled and will meet for a retreat on January 12. Dr. Lyons recommends sending an email update to EPP-related faculty at least every two weeks for the purpose of maintaining focus on the progress of the Selected Improvement Plan.

Assistant Dean's Update

A meeting was held on December 13 concerning document posting at the College-wide level. Such documents include common course syllabi, advising sheets, and meeting minutes. It was recommended during the December 13 meeting that we continue to post common course syllabi on the intranet to be available to faculty, staff, and students. These syllabi will include the general (nonspecific) details of our courses. A disclaimer will be made on the respective web page, essentially stating that these documents are syllabi skeletons and specifics may vary.

Departmental Updates

- **ACS:** Dr. Washington noted that the ACS department has a couple of open position searches either underway or beginning soon. Ms. Pam Matlock will be retiring. Dr. Kemaly Parr received a \$130,000 CPE IEQ grant for the CTE program. Dr. Janine Duncan was honored by the Family and Consumer Sciences Education Association as the National Educator of the Year.
- **CDI:** Dr. Lyons shared that CDI has approximately 180 graduate applications at this point. The department also has two applications for an open position. CDI has put in a proposal to the Provost Office for funds to acquire a video system, which will be placed in clinic rooms and used for training purposes.
- **CLHS:** Dr. Lucko announced that the College Curriculum Committee has given its approval regarding program changes for NLS and REC. Environmental education materials have been moved from Woods Hall to the Carr Health building. A new office

assistant will be working with the social work program in preparation for its upcoming accreditation visit. Another new hire will be monitoring the Carr Health building on the weekends. The gym floors will be undergoing renovation during the winter break.

- **ECE:** Dr. Hansen noted that she will soon begin the process to fill the tenure-track, elementary education position currently held by a late, one-year hire.
- **ELC:** Dr. Bloomdahl recalled the ELC Hooding Ceremony, which took place on December 9. The ELC department currently has three position searches underway. At the Kentucky Counseling Association (KCA) Conference on November 11, Dr. Rebecca Pender Baum received the Kentucky Counselor Educator of the Year Award. Dr. Pender Baum, Dr. Alan Bakes, and Dr. Karen Coulter also received the Dr. Sandhu Research and Innovations in Counseling Award.
- **TES:** Dr. Walker shared that the College will be having KTIP interns during the spring 2017 semester. The external position search for Ms. Debbie Sawyers' former position will close on December 20. Dr. Walker hopes to begin the interview process when we return to the University in January 2017.
- **TQI:** Ms. Cothran provided a handout of various updates from the Teacher Quality Institute. Preparations are being made for the College and Career Readiness Summit, which will take place in Alexander Hall during June 13-14, 2017. TQI staff attended a mandatory state meeting regarding the Kentucky Dual-Credit Program. A ribbon-cutting ceremony will be held for the Student Success Center on January 25 from 2-3 PM.
- **KATE:** Dr. Earls noted that the KATE staff has been visiting area elementary schools for an "Hour of Code," in which they train educators to teach code to students. KATE will soon be entering a partnership with the Kentucky School for the Blind for the purpose of online training. A new work order system will be going live at the University level on January 12. KATE will be transitioning to this new system at the College level on February 1. COEHS faculty and staff will be provided ample training opportunities prior to this transition date.

Future Meetings

January 11 - Administrative Cabinet Retreat

February 8

March 8

April 12

May 10

Other Important Dates

December 19 - January 2 - University Holiday Break

January 17 - Classes Begin

February 22-23 - Women's Leadership Conference

February 24 - Board of Regents Meeting

March 20-24 - Spring Break

April 3-4 - Student Success Summit in Louisville

May 2 - National Teacher Appreciation Day

May 5 - Classes End

May 12 - Finals End

May 13 - Commencement

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 11:30 AM.

Minutes respectfully submitted by: Ms. Paige Rogers