

College of Education and Human Services
Administrative Cabinet Retreat
January 11, 2017 · 9:00 AM

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

Dean's Office Update

Ms. Dandeneau shared apparel options, including vests and denim shirts, with Cabinet members. Members will receive a Google form to vote on their favorite styles and identify sizes needed. The favorite option will be ordered for all Cabinet members and embroidered with the COEHS logo.

Faculty Office Hours

Dr. Whaley shared a packet of faculty office hour policies as indicated in the old College of Education handbook, the old College of Health Sciences and Human Services handbook, the current Murray State University Faculty Handbook, and the proposed College of Education and Human Services handbook, which may soon be up for adoption. A discussion was held with regard to including virtual office hours in the required amount of weekly office hours for faculty. Questions were then raised as to what constitutes virtual office hours and how to hold faculty accountable for those virtual hours. Dr. Whaley asked that chairs report back to him with faculty thoughts on the matter following the College's next departmental meetings, many of which are scheduled for January 13.

Budget Discussions

Dr. Whaley provided Cabinet members with an "FY 17-18 Budget Preparation Calendar," which was shared with the University's deans during the recent deans' meeting, held on January 10. A packet was also dispersed which contained University budget comparisons by college/area for FY 17.

Student Enrollment

Cabinet members were given handouts containing University enrollment comparisons between the spring semesters of 2015, 2016, and 2017. A packet of COEHS student enrollment numbers for the fall semesters of 2011-2016 was also provided. Dr. Whaley shared a list given to him by the Provost Office. The list contains names and contact information of graduate students who are eligible to enroll for the spring 2017 semester but have not yet done so. Cabinet members worked together to provide additional information regarding the status of these students. Dr. Whaley will follow up via email with those students whose status is still unknown.

Performance-Based Funding

A packet of information concerning performance-based funding criteria was dispersed.

Senate Bill 80 Discussion

Cabinet members received an unofficial copy of the proposed SB-80 (as of 12/7/16). The effect of this bill on the COEHS was discussed.

SWOT Analysis

Cabinet members participated in an activity involving a SWOT analysis of the College.

Future Meetings

February 8

March 8

April 12

May 10

Other Important Dates

January 17 - Classes Begin

February 22 - Women's Leadership Conference

February 24 - Board of Regents Meeting

TBD - Sparks Lecture

March 20-24 - Spring Break

April 3-4 - Student Success Summit in Louisville

April 26 - COEHS Scholarship Banquet

May 2 - National Teacher Appreciation Day

May 5 - Classes End

May 12 - Finals End

May 13 - Commencement

June 13-14 - College and Career Readiness Summit

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 3:15 PM.

Minutes respectfully submitted by: Ms. Paige Rogers