

**College of Education and Human Services**  
**Administrative Cabinet Meeting**  
**February 8, 2017 · 8:30 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**

Cabinet members viewed the new College video, which was prepared by the University's marketing team. This video will be added to the *murraystate.edu/coehs* web page, where Cabinet members may access it for recruiting purposes. Dr. Lyons recommended developing smaller clips that are more informal and address the idea of why students should teach or go into a certain field.

Ms. Hanberry Shelton announced that the fall 2017 schedules and green sheets will be due to her by February 10. Textbook order forms and schedule corrections will be due by March 6.

A Coffee with the Dean will be held on February 15 from 9-10:30 AM in the Multipurpose Room. The Sparks Lecture committee met on February 7 for the first time. More details will be shared later regarding a selected event date and chosen speaker.

**IAFs/ARF**

Dr. Whaley shared a packet of information regarding the Annual Review of Faculty (ARF) and reminded Cabinet members of specific policy details. Dr. Hansen posed the concern of addressing one-year hires in relation to the ARF policy. Dr. Bloomdahl responded, saying that she treats these positions similar to those of adjuncts.

Dr. Lyons brought attention to the following statement within the policy document: "Tenure track faculty who are in their first year at MSU will complete their initial review by the end of February of their first year of employment." Discussion was held with regard to how this statement will effectively be put into action. Dr. Whaley recommended adding clarifying elements to the document, including an updated table, a mention of check sheets for review, and the idea that "for the first year, probationary faculty will represent just one semester (the fall semester) in their review."

As it stands now, summary documents by all faculty members are due to department chairs by February 28. Further discussion regarding implementation of the ARF will be held at an upcoming meeting between Dr. Whaley and department chairs.

### **EPSB - Rank II Changes; SB 80**

Dr. Whaley dispersed a packet of various House and Senate bills currently being followed by the Kentucky Education Professional Standards Board (EPSB). Discussion was held concerning how these bills might impact the COEHS.

### **Office Hour Policy**

Dr. Whaley recently met with the COEHS faculty senators to discuss the College's office hour policy. Changes proposed by the senators were compiled into a document and shared with Cabinet members for review. Specific changes proposed by the faculty senators involved dividing the ten required office hours into six in-person hours and four virtual hours each week.

Dr. Whaley also shared a document that displays the office hour policies listed in the MSU Faculty Handbook, the COE Policy Handbook, the College of HSHS Policy and Procedures Manual, and the new COEHS Policy Handbook, which currently prescribes ten in-person office hours to be completed over four days each week by faculty. As it stands, department chairs may negotiate faculty office hours on an individual basis in emergency situations.

Following this review by the COEHS Administrative Cabinet, Dr. Whaley will meet again with the faculty senators. At this time, the Cabinet is not in favor of modifying the College's office hour policy to include virtual hours.

### **CPE Five-Year Review**

Dr. Whaley shared an update provided by Dr. Landon Clark regarding the CPE five-year review process.

### **Student Enrollment**

Cabinet members were provided with a packet of enrollment numbers for the fall semesters of 2011-2016. This matter will be discussed further at the upcoming meeting between Dr. Whaley and department chairs.

An update was given regarding the spreadsheet of graduate students not enrolled for the spring 2017 semester (as of early January). This topic was discussed during the January 11 Administrative Cabinet retreat.

Lastly, Dr. Whaley provided a listing of graduate tuition rates among several institutions in the region. Both in-state and out-of-state rates were shown.

### **Student Advisory Committee**

Dr. Whaley shared a spreadsheet listing the students who were recommended by Cabinet members to serve on the COEHS Student Advisory Council.

### **Tenure and Promotion for FY 18**

Department chairs shared names of faculty members who will be up for tenure and/or promotion during FY 18.

### **Sparks Lecture**

Dr. Lyons reiterated that the Sparks Lecture committee met for the first time on February 7. The goal date for this event is May 2, which is also National Teacher Appreciation Day. The committee has selected various potential speakers and has coordinated communication to the first selection.

### **COEHS SWOT Assessment Follow-up**

Dr. Lyons provided a summary sheet of the SWOT analysis that was completed at the January 11 Administrative Cabinet retreat.

### **Graduate Recruitment Goals**

Dr. Robert Pervine is requesting from all graduate programs an estimated goal (i.e., number of students) for future recruitment.

### **Partner Advisory Council**

Dr. Lyons is tentatively proposing March 14 as the next meeting date for the Partner Advisory Council. More details will follow.

### **Adjunct Discussion**

Ms. Dandeneau reported that the expense for adjuncts has decreased considerably from FY 16 to FY 17.

### **Search Status Updates**

Ms. Dandeneau has shared a vacant line report with department chairs and directors via an online spreadsheet.

### **Alexander Hall Building Updates**

On February 11, phase one of a heating project will begin. Bids are currently out to carpet faculty offices and other areas of Alexander Hall. A leak was spotted on the third-floor carpets outside of the TQI suite; Facilities Management has been alerted and is addressing the situation.

### **COEHS Website**

Ms. Rogers demonstrated the newly updated website navigation with Cabinet members.

### **Commencement Campaign**

Ms. Rogers asked the Cabinet to submit to her student nominations for the University's May 2017 commencement campaign by February 10.

### **CAEP Rejoinder Update**

Dr. Hansen shared that a national CAEP audit committee will soon be reviewing our reports and making a decision in Washington D.C. We hope to have all of our final decisions received by September 2017.

## Departmental Updates

- **ACS:** Dr. Washington shared information about upcoming candidate interviews that will be taking place. As a reminder, Ms. Pam Matlock will be retiring. Changes to the CTE occupational base program will soon be occurring.
- **CLHS:** Dr. Lucko announced that there may be an upcoming search for a social work lecturer position. A new administrative assistant is now working in the social work suite. Nonprofit Connections will take place in the Curris Center Dance Lounge from 10 AM to 2 PM on February 15. Approximately, 30 local nonprofit organizations will be in attendance.
- **ECE:** Dr. Stephanie Hendrith successfully defended her Ph.D. dissertation last week. Ms. Jessica Branch will soon be defending her dissertation as well. A position has been posted for an elementary education assistant professor.
- **CDI:** Dr. Lyons announced that interviews will soon be held for two positions within CDI. The department is reworking its curriculum, which may decrease the required amount of undergraduate credit hours, making the communication disorders program into a major rather than an area.
- **TES:** Dr. Walker shared an update regarding student teacher orientations occurring both on and off campus. She is working with the Hopkinsville site to plan the SED 300 field trip, which will likely occur after spring break. Someone has been hired to replace the position vacated by Ms. Debbie Sawyers; this new hire will begin on February 20.
- **TQI:** Dr. Lyons shared an update on behalf of Ms. Cothran. At this point, 477 individuals have registered for the College and Career Readiness Summit, which will take place June 13-14. Registration for STEM training at South Marshall Middle School on February 23 has now been closed with 57 participants. A packet of other TQI updates was dispersed.
- **KATE:** Dr. Earls reiterated the updates to occur in the building on February 11. We will essentially be receiving a new network. If anyone sees concerns in the building following this update, they are encouraged to call KATE right away for help. KATE will be partnering with the KDE/KIDS on an innovative educator conference to be held in May 2017.
- **Development:** Ms. Brooks announced that Leadership Launch will be occurring on February 22 in the Curris Center. This event is being held in coordination with the annual Celebrate Women Luncheon. Participants may register for either the Launch or just the Luncheon. Furthermore, an endowment is being established in honor of Dr. Dick Flynn. Lastly, a reception will be hosted in the President's Box at the Racer basketball game taking place on February 11.

## **Future Meetings**

March 8

April 12

May 10

## **Other Important Dates**

February 22 - Women's Leadership Conference

February 24 - Board of Regents Meeting

March 20-24 - Spring Break

April 3-4 - Student Success Summit in Louisville

April 26 - COEHS Scholarship Banquet

TBD - Sparks Lecture

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 11:50 AM.

Minutes respectfully submitted by: Ms. Paige Rogers