

College of Education and Human Services

Administrative Cabinet Meeting

March 8, 2017 – 8:30 AM

Members Present: David Whaley, Alesa Walker, Paul Lucko, Susana Bloomdahl, Jennifer Earls, Robert Lyons, Tami Dandeneau, Kem Cothran, Melanie Brooks, Kimberly Hanberry-Shelton

Members Absent: Jacqueline Hansen, Paige Rogers

Guests: Don Robertson, Guangming Zou

Partnership with Gannon Normal University (China)

Drs. Robertson and Zou expressed that Gannon Normal University, China, is seeking partnerships in graduate and doctoral programs. Four different opportunities will be available, which include doctoral studies, academic exchange, 3-6 months shadowing of faculty, and group exchanges. Dr. Zou is going to check on the tuition capture, to see if any funds would be diverted to COEHS. The committee agreed to discuss in greater lengths once this question has been answered.

College Residential Head Policy

Currently COEHS has two faculty members assigned as Residential College Heads (RCH). The motion was made to limit the college to no more than one RCH in the academic college per year and the appointment would be for no more than a two year term. The motion was amended to reevaluate the submission process for a RCH appointment. The faculty member is to make the request through the department chair prior to submitting the form to Student Affairs. There was also some confusion regarding the status of the faculty that are appointed. Do RCH have to be a Tenure or Tenure-Track faculty members? Dr. Whaley will clarify with Dr. Don Robertson on the qualifications. A letter will be prepared to current RCH to inform them of the revised policy.

Office Hour Policy

Faculty are responsible for teaching classes, keeping office hours, college and university service, and research. The current office hour policy for faculty is ten hours spread over 4 days. The new policy would allow for 8 hours in office and 2 hours of virtual hours. Virtual hours will need to be well defined and approved by the department chair. Virtual hours can be revoked if they aren't working for the students or department. Door schedules should accurately state when the virtual hours will occur.

Budget Cuts

Dr. Whaley stated the FY18 Budget Cuts had been submitted to the Provost Office on March 7th. The cuts were submitted in four tiers ranging from 2.5% to 5.5% reductions throughout COEHS.

University Faculty Distinguished Service Committee

Dr. Ben Littlepage has been asked to replace Dr. Alan Bakes on this committee. Dr. Bloomdahl will inform the committee of his answer.

Annual Faculty Review (ARF)

A third column was added to the *Departmental Tenure Committee Annual Review of Probationary Faculty Member* form titled "Little/No Evidence". Evidence is needed in all years to distribute merit if merit is awarded.

The new form will be used this year and revisited to see if it worked and what changes need to be made

Updates and Adjourn

Department, Center, Foundation and Dean's office updates were given and the meeting was adjourned.

Future Meetings

April 12

May 10

Other Important Dates

TBD- Sparks Lecture

March 20-24 Spring Break

March 29-Fall Textbook Orders due

March 31-Student Advisory Council

TBD April-Superintendent's Advisory Council

April 3-4 -Student Success Summit in Louisville

April 12-Summer PA's for FY17

April 21-Faculty/Staff Year End Celebration

April 26 -COEHS Scholarship Banquet

May 2 -National Teacher Appreciation Day

May 2-Retirement Celebration

May 5 -Classes End

May 12 -Finals End

May 12- Graduating Student Teacher Celebration

May 13 -Commencement

June 13-14 -College and Career Readiness Summit