

College of Education and Human Services
Administrative Cabinet Meeting
April 12, 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

Ms. Dandeneau informed the Cabinet that Facilities Management is looking for a time to update the HVAC system on the third floor of Alexander Hall. This project could take as long as 60 days to complete. Dr. Bloomdahl will speak with Drs. Dunham and Bakes to see how this renovation might affect the Counseling and Assessment Center. Ms. Dandeneau will then propose to Facilities Management a time period for this project to begin.

Ms. Hanberry Shelton reminded Cabinet members that the Superintendents' Advisory Council will meet on April 20, at 11:30 AM in the Commonwealth Suite of the Curris Center. The Scholarship Banquet will take place in the Curris Center Ballroom on April 26. The Sparks Lecture will be held on May 2, in Wrather Auditorium. The End-of-Year Celebration will be combined with the retirement celebration this year and is planned to take place on May 5, in the atrium of Alexander Hall.

Ms. Rogers shared that a Teacher Career Fair will be taking place on April 14, in the Curris Center Ballroom. She also mentioned upcoming design updates to take place in Alexander Hall and Carr Health with the help of Helix Creative.

Budget Cuts - Revisited

Dr. Whaley shared a handout regarding FY17 operating budget allocations, divided amongst the President's Office, Athletics, VPAA, VPSA, VPFAS, and VPUA. The information also included estimated FY18 reallocations/reductions within these areas.

Dr. Whaley then shared a handout containing the University's FY18 budget model (v16 - 4/2/17). According to this model, students will see a 5% increase in tuition. Of this increase in revenue, 2% will be set aside and held for any unforeseen budget cuts that might occur during FY18.

University Parking

At one time, the University proposed two new parking payment structures. One involved the purchasing of individual parking spaces. The other proposed a new tiered parking system. Following a University survey of this matter, it was decided that no changes would occur for AY17-18.

Commencement Shield Bearer

Ms. MaryAnn Gardner has asked for the name of the graduating COEHS student who will be carrying the College shield at the May 2017 commencement. An ELC student carried the shield during the December 2016 commencement, so it is now time for an ACS student to have this honor. Dr. Washington will provide a student name to Dr. Whaley so that he may then pass the information along to the Provost Office.

Evaluations of the Dean

Dr. Whaley shared a packet of information concerning his anonymous evaluation results by certain College members (from lecturers on up).

Dr. Whaley then dispersed a copy of the SurveyMonkey assessment that was provided to Cabinet members, who were also asked to evaluate the Dean. A summary of anonymous responses accompanied this information.

Provost Candidate Discussion

Cabinet members provided their perspectives of Dr. Keith Hargrove, a Provost candidate who spoke at a forum held on April 11.

Annual Review of Faculty

Dr. Bloomdahl made a motion to move the deadline for the Annual Review of Faculty to February 1. Dr. Hansen seconded the motion, which was then passed by the entire Cabinet.

Teacher Career Fair

This event will be taking place at the Curris Center Ballroom on April 14, and 34 districts are anticipated to be present. Ms. Jeanie Robertson has helped to prepare the recruiters for this event. Ms. Tressa Ross will have a booth at the event to answer questions and provide information about graduate programs. A debriefing seminar for the students will take place at the conclusion of the career fair.

New Marketing Campaign

We are beginning to promote a new campaign using #RacersTeach and #RacersServe. We are hopeful that this campaign will encourage recent graduates to keep us updated on their new jobs following graduation from the COEHS.

Meeting Minutes and End-of-Year Reports

Dr. Lyons asked chairs and directors to remind their faculty and staff of the importance of providing the Dean's Office with meeting minutes and end-of-year reports in a timely manner. The "Sewing Room" (AL 322) is anticipated to become a data center for this type of information to be stored.

Space Changes

Dr. Mardis Dunham will be moving into AL 320, and graduate assistants of the Counseling and Assessment Center will move into AL 321.

Recruitment

The data we receive from the Recruitment Office only contains the information for first-time graduate students, not continuing graduate students. We are working with that office to fix this reporting issue.

Admission Letters to Students

The Admissions Office has the technology to send pre-generated welcome letters to incoming students seven days after their admission to the University. Ms. Rogers will develop a template letter to be sent from our departments. This letter will then be shared with the department chairs and modified accordingly.

College Fiscal Update and Considerations

Ms. Dandeneau has worked with Dr. Earls to set aside funds for support technology over the next couple of years. E-Paper signs have been ordered for each of the classrooms. The University has put a hold on purchasing new printers/copy machines because it will be moving to a new system soon. In the meantime, a different machine will be loaned to us for the faculty file room in Alexander Hall.

CAEP, EPSB, & NCTQ Updates

Addendum materials have been submitted to the NCTQ for a secondary education review. Each year, CAEP and the EPSB ask us to post annual data on the AIMSweb site. Data for AY15-16 will be published soon. A national-level review of our CAEP accreditation visit results will take place on April 23. Dr. Whaley will be representing our College at this meeting in Bethesda, Maryland.

Departmental Updates

- **ACS:** Dr. Washington announced that contract letters have been sent out to individuals for the middle school position and the special education position. Dr. Washington was recently asked to speak at a meeting of ECHOES, a campus organization of young African American women. She was then recognized as a Woman of Empowerment at the organization's annual tea.
- **CLHS:** Dr. Lucko shared that the Social Work program has just completed its self-study for an upcoming accreditation visit. In July 2018, a conference of the National Rural Social Work Caucus will be held in Alexander Hall. The Criminal Justice office suite will be moving from the Applied Science building to the Carr Health building.
- **ECE:** Dr. Hansen announced that Dr. Sharon Gill has been on a long-term medical leave. Drs. Jessica Branch and Stephanie Hendrith now have their doctorate degrees. Dr. Jeanetta Riley has been promoted from Associate Professor to full Professor. The Center for Environmental Education has been moved from Alexander Hall to Carr Health and will soon be under the guidance of the CLHS department, rather than the ECE department.

- **ELC:** Dr. Bloomdahl shared that two individuals have signed contracts to begin positions within the ELC department in August 2017. A Library Media position will soon be advertised.
- **CDI:** Dr. Lyons announced that two open positions are in the Human Resources process now. Two celebrations are planned for May 12. An undergraduate ceremony will take place at 1:30 PM in the Alexander Hall Auditorium, and a graduate hooding ceremony will occur at 5 PM in the Freed Curd Auditorium of the Industry and Technology Building.
- **TES:** Dr. Walker shared that Ms. Audrey Brown has returned to work up to 20 hours per week. TES is working on student teaching placements and collecting portfolios. Student teaching applications were due on April 7.
- **TQI:** Ms. Cothran announced that the College and Career Readiness Summit's Tuesday session is closed with 653 participants and 23 individuals on a waiting list. Wednesday's session with Ron Clark reached over 900 participants as of this morning and is projected to reach at least 1,200 individuals.

Several schools have expressed interest in the PDS program. Ms. Cothran is working with Dr. Renee Campoy to explore developing a pilot PDS program for secondary education.

TQI applied for a STEM grant extension, which was approved to run through August 1.

- **KATE:** Dr. Earls mentioned that the KATE office will be working to inventory technology within the College. KATE is increasing K-12 trainings and will include virtual trainings. A Google training seminar will be held on campus July 21-22. Scholarships are available to those who want to attend. Several classrooms will be receiving new podiums, computers, and whiteboards. A Praxis exam will be held in Alexander Hall on April 15. Technology Day Camps will be held this summer, and flyers for this event have already been sent out to local schools.
- **Development:** Ms. Brooks shared information about the All Campus Give campaign, which will be closing at midnight tonight. A Murray State baseball game will be held at Brooks Stadium in Paducah, KY, on April 18. The Office of Development will also be holding a room at the College and Career Readiness Summit in Alexander Hall on June 13.

Future Meetings

May 10

Other Important Dates

April 26 - COEHS Scholarship Banquet

May 2 - Sparks Lecture & 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 11:45 AM.

Minutes respectfully submitted by: Ms. Paige Rogers