

**College of Education and Human Services
Administrative Cabinet Meeting
May 10, 2017 · 8:30 AM**

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

Member Absent: Melanie Brooks

Guest: Cooper Levering

Dean's Office Update

Ms. Hanberry Shelton reminded the Cabinet that the Graduating Student Teacher Celebration will be taking place from 11 AM to 1 PM on May 12, in the Alexander Hall atrium. When the program for this event is finalized, she will share it with Drs. Whaley, Hansen, and Washington, who plan to present certificates at this event.

Ms. Rogers mentioned that a College newsletter will likely be sent out on May 12. She asked that Cabinet members send any newsworthy topics to her within the next couple of days. Ms. Rogers also announced that furniture will soon need to be inventoried. Furthermore, she will begin surplus items in both the "Sewing Room" (AL 322) and the "Walmart Room" (AL 323). Prior to next week, departments should check these rooms to ensure that no essential items have been labeled as "SURPLUS."

Dr. Lyons shared that the Sparks Lecture committee held an event recap meeting on May 9. In determining featured speakers for the future, the committee recommends deciding on primary themes to be covered over the next few years. Depending on the chosen theme, PD/EILA credit may be offered for attendance. Dr. Whaley suggested informing the University and general public of the selected date for next year's Sparks Lecture as soon as one is decided.

Ms. Hanberry Shelton announced that the Scholarship Banquet committee met on May 9, and has decided to move the COEHS Scholarship and Service Recognition Banquet to the fall semester (either in mid-late September or early November).

Discussion on Two-factor Authentication

Mr. Levering joined Dr. Earls to discuss two-factor authentication and its benefits. Google has announced that it will be forcing two-step verification, as it is also known, on all Gmail users by the end of 2018 or beginning of 2019. KATE is encouraging the COEHS to begin this transition right away. To facilitate this, security keys have been purchased through the KATE office for all COEHS faculty and staff. Cabinet members received their security keys during this meeting.

Annual Faculty Review Observations

Dr. Whaley shared that he has been meeting over the past two weeks with faculty members and their respective department chairs to conduct review observations. He applauded the success of these meetings and made an observation regarding the number of forms being completed by department chairs. Rather than completing two forms for cumulative and one-year reviews, which tend to contain very similar information, Dr. Whaley suggested only completing one form in review of individual faculty members. Dr. Lyons pointed out the importance of this distinction but was not opposed to combining the two desired outcomes into one form for convenience. Dr. Hansen suggested that the resulting form include the guidelines/expectations of the College handbook that the individual faculty member has chosen to follow.

CAEP & NCTQ Updates

Dr. Whaley shared that we should be hearing the results of our CAEP review toward the end of this week. Later in the meeting, an email was received stating that the Murray State COEHS has received continued accreditation for seven more years with no areas for improvement (AFIs). The results of the 2017 NCTQ program review have not yet been publicly posted.

Discussion on Web Monies

Dr. Whaley shared a spreadsheet containing a breakdown of each University organization's web revenues as of April 25.

Assistant Dean's Update

The Core Redesign Task Force met again on May 9. Dr. Lyons estimates that three or four half-day meetings will be held during the summer months to develop a suggested model that will utilize their proposed curriculum changes.

Dr. Lyons would like to have a data retreat during the summer. No date has been determined for this meeting yet, but we will come back to this. He would also like to have a data center located in AL 322. This center would provide a meeting space for each program to discuss relevant data. Each program would have a designated "dashboard" displayed via dry erase boards on the walls of the room.

Dr. Lyons and Ms. Rogers will meet soon to discuss a plan for meeting and program minutes, guide sheets, and syllabi documents. Dr. Hansen recommended completing annual reviews for each area of the new Strategic Initiative Plan and for each of the 2+2 sites. She estimates that this will be extremely beneficial in our next CAEP re-accreditation process.

Departments were encouraged to consider having department- or program-specific email addresses created. These email addresses would be used on the website and throughout marketing materials to prevent confusion and loss of communication as faculty and staff members change. Dr. Earls will assist in facilitating this idea.

Policies may be developed regarding both office hygiene and having children and pets in COEHS buildings.

After the semester ends, Dr. Lyons may reach out to Cabinet members for discussion on a possible Sanford and Spire implementation grant.

College Fiscal Update and Considerations

Ms. Dandeneau asked for assistance with clearing out the “Sewing Room” (AL 322) and minimizing the items in the “Walmart Room” (AL 323). She asked Cabinet members and administrative assistants to withhold from placing any new items in these areas, particularly the “Sewing Room” for now. Because this area of the third floor of Alexander Hall will be off limits during HVAC renovations occurring from mid-June through early September, any items needed during these times should be removed from these rooms in advance. All other building renovation work has been put on hold by the University for this summer.

Ms. Dandeneau asked that departments pay attention to financial deadlines approaching with the end of FY17.

Departmental Updates

- **ACS:** Dr. Washington shared that the Middle School program held mock interviews between students and four school principals in Alexander Hall on April 26. A follow-up session was then held between the two groups to provide valuable feedback to students.

There were several positive comments heard from students at the graduation ceremony held at the 2+2 Paducah campus on May 9.

Dr. Megan Musselman resigned on May 8 and is expected to work through June 30.

- **CLHS:** Dr. Lucko announced that they are waiting for permission to interview for the Social Work lecturer position, which will hopefully be stationed at the Paducah campus.

The merger of the NLS and REC programs has been approved by the Academic Council; however, it still cannot be publicly announced until the Board of Regents meets to hopefully approve the decision on June 9.

Students in Dr. Peter Weber’s NLS 305 course awarded a \$3,000 grant to the Purchase Area Sexual Assault and Child Advocacy Center on May 8.

Effective immediately, the Carr Health building will be closed during weekends. Summer hours will be 7:30 AM to 8 PM from Monday through Friday.

The department is hoping to have the Criminal Justice faculty moved from the Applied Science building to the Carr Health building by July 1.

- **ECE:** Dr. Hansen shared that a verbal offer was accepted by Dr. Stephanie Hendrith for a STEM position; she will be joining tenure-track faculty during the fall 2017 semester.

ITV courses began in fall 2016 and have had very successful attendance rates.

Dr. Hansen will be working with Henderson Community College to fill an assistant professor and 2+2 coordinator position.

The Kentucky Reading Project will hold six day-long sessions in Alexander Hall this summer and expects to have 41 participants.

- **ELC:** Dr. Bloomdahl shared plans to fill the Library Media position left open by Dr. Johan Koren's retirement. The Education Administration position will also be advertised soon.
- **CDI:** Dr. Lyons announced that a position was recently filled by Ms. Stephanie Schaaf, pending the completion of her doctorate degree by August 2018. The other open CDI position remains vacant due to unforeseen hiring complications.

CDI will be developing a student advisory council for AY17-18.

- **TES:** Dr. Walker reminded Cabinet members about the Graduating Student Teacher Celebration occurring in the Alexander Hall atrium at 11 AM on May 12. Student teaching placements for AY17-18 are still in progress.
- **TQI:** Ms. Cothran provided a handout of TQI updates to the Cabinet. She announced that 671 participants have registered for the June 13 session of the upcoming College and Career Readiness Summit, which is now closed, and 16 individuals are on the waiting list. At this time, 1,121 people have registered for the June 14 session, which is still open.

All student teachers who went through the PD School pilot have been unofficially hired. Other schools continue to ask to be involved in the PD School program.

- **KATE:** Dr. Earls reminded Cabinet members that KATE's technology day camps will be open for children this summer.

On May 25, over 100 teachers and administrators will be in Alexander Hall to discuss Google for educators at KYGoDigital.

Future Meeting

June 7

Other Important Dates

May 12

- Finals End
- Graduating Student Teacher Ceremony at 11 AM in the Alexander Hall atrium

- CDI Undergraduate Celebration at 1:30 PM in the Alexander Hall auditorium
- Honors Day Program at 3 PM in Lovett Auditorium
- 2017 Commencement Reception at 4 PM in Pogue Library
- CDI Graduate Hooding and Undergraduate Recognition Ceremony at 5 PM in the Freed Curd Auditorium
- ELC Graduate Hooding Ceremony at 5:30 PM in the Alexander Hall auditorium

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

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|----------------------------------|----------------|-------------------------|
| Accountability | Responsibility | Transparency |
| Respect, Empathy, and Compassion | Collaboration | Diversity and Inclusion |
| Integrity | Strategic | Research-Driven |

Meeting adjourned at 11:25 AM.

Minutes respectfully submitted by: Ms. Paige Rogers