

**College of Education and Human Services**  
**Administrative Cabinet Meeting**  
**June 7, 2017 · 8:30 AM**

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

**Members Absent:** Melanie Brooks, Alesa Walker

**Accommodating Faculty Mental Health Conditions Under the ADA**

Cabinet members watched a previously recorded webinar regarding this topic and, following the presentation, reflected on the subject matter addressed. Dr. Whaley recommended continuing the discussion by including relevant role-playing exercises in the upcoming Administrative Cabinet retreat.

Dr. Whaley also applauded an idea presented in the video concerning the development of a welcome letter written to incoming faculty and staff members. This letter would include a summary of the respective position and related expectations for the person filling the role, including estimated workload, office hours, quality (as it pertains to publications), and a review of minimum student enrollments. Development of this letter and methods of improving three-year faculty reviews will be included as topics on the agenda for the Administrative Cabinet retreat.

If Cabinet members think of other items to add to the agenda, they may send those ideas to Dr. Whaley.

**Dean's Office Update**

Ms. Hanberry Shelton shared that the annual COEHS Scholarship and Service Recognition Banquet has been scheduled for Tuesday, September 12, and will be held in the Curris Center's large ballroom. She also announced that a retreat will soon be held for the college's administrative assistants. A date for this event has yet to be determined but will be communicated to the administrative assistants soon.

Some departments send letters to students who have passed their comps. To avoid confusion with this process, Ms. Hanberry Shelton has asked that these letters be generated and mailed from the departmental level. The letters, however, will still be signed by Dr. Whaley in the Dean's Office. Dr. Lyons brought up a concern with University guidelines. Ms. Hanberry Shelton will ensure that this new procedure is feasible and will appropriately communicate the plan to the affected departments' administrative assistants.

Ms. Rogers updated the Cabinet on the status of promotional orders. She also discussed items found in the sewing room (AL 322) that have been marked for surplus or transfer. Lastly, new directory signs can be found hanging in both Alexander Hall and Carr Health.

### **Review of Workload Expectations**

Dr. Whaley provided Cabinet members with a handout concerning workload expectations for faculty within the College of Education and Human Services. Dr. Washington suggested adding the expectation of faculty members attending summer orientation sessions or Racer Days. Dr. Whaley supported the idea and agreed to add this element to the document. Dr. Washington also brought up a past idea of assigning faculty members a student teacher. Dr. Earls recommended adding essential duties to this document as well.

### **2017-2018 COEHS and University Committee Details**

Dr. Whaley shared a physical copy of an outlined committee structure. He asked that Cabinet members review this document and get back to him with approval or changes for their respective departments. The new college constitution cannot move forward without finalizing this committee document because it exists as an addendum to the constitution.

### **Expectations for Tenure**

As dictated in college policies, individuals seeking tenure “must have at least one high-quality, regional, national, or international peer-reviewed publication over the probationary period.” To support this, Dr. Whaley shared a handout regarding how to properly select publication venues. He will soon meet with the college’s tenure and promotion committees to determine the definition of a high-quality publication. Dr. Whaley asked department chairs to meet with their respective committees as well. Dr. Lyons recommended spending time at the upcoming Administrative Cabinet retreat identifying high-quality publications that are occurring with frequency among faculty CVs. These publications could be used as examples for future faculty.

Dr. Whaley also posed the following questions to Cabinet members:

1. What are the criteria for a high-quality, peer-reviewed publication?
  - Reputation of journal
  - Acceptance rate
  - Editorial board reputation
  - Impact factor
  - Blind review or just peer reviewed?
  - “How are documents ranked? Google Scholar aims to rank documents the way researchers do, weighing the full text of each document, where it was published, who it was written by, as well as how often and how recently it has been cited in other scholarly literature.”
2. Do publications need to be published or can they be in press?
  - In response, Cabinet members agreed that publications should be published.

3. Can a second, third, or fourth author of a journal article meet this criterion for tenure if only one article is published or accepted for publication?
  - Some Cabinet members stated that they have only known articles in first- or second-tier publications to be accepted.
4. What constitutes an appropriate percentage of the overall work to be able to “count” the article?
  - It was stated that this is often a gray area.
5. What is peer-reviewed? Does this mean BLIND peer-reviewed?
  - Cabinet members discussed how these two types of reviews are different and are similar.

No official decisions were made. This topic will be discussed further at the Administrative Cabinet retreat.

### **Administrative Cabinet Retreat**

An Administrative Cabinet retreat is planned for August 7-8. Dr. Whaley asked Cabinet members for suggestions on where to hold this retreat and what activities might be involved. It was determined that the retreat should be held near Lake Barkley, giving individuals the option to stay the night or drive back to their homes. Meals will be included at the retreat.

### **How are classes cancelled and how are individuals notified?**

According to Cabinet members, department chairs are notified of course enrollment and a decision is made concerning whether to continue the course or to cancel it. If the course is cancelled, instructors must notify students who have enrolled in the course.

### **Assistant Dean's Update**

All high school students in Kentucky are now considered to be on a pathway. One of those pathways is the new Teaching and Learning Pathway. Dr. Lyons discussed the dual-credit courses involved with this particular pathway and the requirements that would need to be implemented. At Murray State, dual-credit would be offered through Racer Academy. Several regional school districts have expressed interest in partnering with our college for this purpose. Dr. Lyons suggested a plan of action in which COEHS faculty members are identified as representatives for each of the four required courses on the Teaching and Learning Pathway. Once designated instructors are determined at each of the interested school districts, we will schedule a time (likely in July of this year) for them to visit our campus to receive necessary training.

Dr. Lyons asked that department chairs work with their administrative assistants (specifically, Rachel, Emily, and Misty) to help us get on board with the EPSB's new KPERS system.

Dr. Lyons would also like to have a data retreat for faculty in September. A date will be determined later (possibly at our Administrative Cabinet retreat). We are still on track to have a data center set up in 322 Alexander Hall. Dr. Lyons will work on mocking up data dashboards for this room.

## **College Fiscal and Building Updates**

Ms. Dandeneau announced that she and Dr. Whaley have reviewed contracts, but not all contracts are complete yet. When all contracts are ready, an email will be sent to faculty and staff asking them to pick up these documents from the Dean's Office.

HVAC system renovations in Alexander Hall will begin on Monday, June 19.

## **Departmental Updates**

- **ACS:** Dr. Washington shared that interviews for the special education coordinator position in Paducah will occur soon. An advertisement is being posted for the secondary education position.
- **CLHS:** Dr. Lucko announced that the social work lecturer position has been filled. This individual will be stationed at the MSU Paducah location. The Carr Health building is being used during the Commonwealth Honors Academy, and the pool in Carr Health is closed for the summer. The restructure of the NLS program is awaiting approval at the Board of Regents meeting on June 9.
- **ECE:** Dr. Hansen shared that Dr. Stephanie Hendrith has accepted a STEM position and will be joining tenure-track faculty in the fall of 2017. Dr. Jessica Branch will begin the assistant-professor track in fall of 2017.
- **ELC:** Dr. Bloomdahl stated that some of the ELC faculty are working on a departmental handbook. ELC is also revising the library media program to make it more streamlined. There will be two late hires for the fall 2017 semester and one for the full 17-18 academic year.
- **CDI:** Dr. Lyons shared that a new cohort has begun. Dr. Kelly Kleinhans has been named president-elect of KSHA.
- **TQI:** Ms. Cothran explained that a final preparation meeting for next week's College and Career Readiness Summit was held on June 6.
- **KATE:** Dr. Earls shared that KATE has summer camps going on in Alexander Hall now. On May 25, over 100 educators were also in the building for KYGoDigital.

## **Future Meetings**

July 12

## **Other Important Dates**

June 13-14 - College and Career Readiness Summit

August 7-8 - Administrative Cabinet Retreat

September 12 - COEHS Scholarship and Service Recognition Banquet

**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 12:05 PM.

Minutes respectfully submitted by: Ms. Paige Rogers