

**College of Education and Human Services
Administrative Cabinet Meeting
July 12, 2017 · 8:30 AM**

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

Guest: Dr. Mark Arant (Murray State Provost)

Dean's Office Update

Ms. Hanberry Shelton shared that a productive administrative assistants retreat took place at Patti's on July 6. She also announced that there will soon be ePaper signs posted outside of each classroom door. This should aid both faculty and students in eliminating any classroom confusion throughout the academic year.

Ms. Rogers discussed new promotional items that have been ordered and received by the college. These include a photo backdrop, two retractable banners, and other promotional pieces for events throughout the year. Ms. Rogers asked that Cabinet members send her newsworthy topics as they become available so that she may continue developing press releases from the college. Lastly, she reminded Cabinet members that Pet Therapy will be taking place at Alexander Hall this academic year. Dr. Lyons added that these events would be a good opportunity for student groups to set up information booths.

New University Provost Discussion

Dr. Whaley announced that the new University Provost, Dr. Mark Arant, would be joining us later in the meeting. With regard to developing a connection with Dr. Arant, Ms. Dandeneau recommended sending him a personal invitation to all relevant college events.

COEHS Organizational Flowchart

Dr. Whaley dispersed copies of the most recent organizational flowchart for the college. He is aware that updates will need to be made to this document and asked that Cabinet members send him any changes they see need to be made.

COEHS and University Committees for 2017-18

Dr. Whaley also shared a packet of college and university committees for the current academic year. He asked that Cabinet members contact him regarding any further changes to this document.

Late, One-year Hires

Dr. Whaley posed the question of whether or not to invite late, one-year hire prospects to campus for official introductions prior to a hiring decision being made. This would provide prospects the opportunity to meet with college heads and other faculty, creating a helpful bond

earlier on in the process. Dr. Whaley suggested half-day interview sessions for these situations. Cabinet members agreed that this would be beneficial. For one-year hires who have already been processed, Dr. Whaley asked that chairs arrange individual meetings with those new hires and the Dean. Dr. Earls also asked chairs to let the KATE office know the starting dates for these new hires ASAP. This will allow KATE time to get new technology set up as needed.

Faculty Letters

Dr. Whaley announced that he is currently working on faculty letters and that they will be ready soon.

Solar Eclipse Idea

Dr. Whaley proposed the idea of celebrating the upcoming solar eclipse, set to occur on August 21, with an event to be held on the lawn area just south of Alexander Hall. We may be able to order branded eclipse glasses for this event. Dr. Hansen made suggestions for treats to be provided (including sundaes, Moon Pies, and Eclipse chewing gum). Dr. Lyons recommended contacting Dr. Stephen Cobb to see if the Jones College of Science, Engineering, and Technology would be interested in collaborating for this event.

Planning Future Cabinet Meetings

Potential dates for future Cabinet meetings were discussed. Dr. Whaley and Ms. Rogers shared possible conflicts for our regularly scheduled meeting dates, which are usually held on the second Wednesday of every month.

Sue Darnell Ellis, former NASA director and alumna of our college, will give a presentation at Wrather Auditorium on August 17. The University is hoping to make the most of Ms. Darnell Ellis' time here on that date, so Dr. Whaley has asked department chairs to assist in suggesting possible classroom visits.

Administrative Cabinet Retreat

Ms. Hanberry Shelton shared a tentative plan for the Administrative Cabinet retreat, set to take place at Lake Barkley during August 7-8. Dr. Whaley asked Cabinet members which outcomes they hope to achieve through this retreat.

Dr. Lyons answered that he would like to see us grow as a unified team, share concerns honestly, and develop standardized plans for moving forward as a college. Dr. Washington would like to find a way to combat the "yours, mine, and ours" mentality that might still exist among the departments and across the university. Dr. Hansen would like to hold a discussion about unified marketing plans across college programs. Dr. Walker would like to come back to previous discussions on potential new policies to be implemented. Dr. Whaley announced that he would like to revisit the vision of the college and also see if we're on track with the prescribed Selected Improvement Plan. Dr. Earls stated that she would like to see incoming faculty members receive a sit-down orientation. Dr. Whaley responded by saying that a luncheon was held for newly hired faculty last year. We could move this forward and even elaborate further. Ms. Dandeneau suggested providing new hires with branded polo shirts to establish them as

part of the COEHS team.

Dr. Whaley asked which Cabinet members would be interested in forming a planning committee for the retreat. Dr. Hansen, Dr. Washington, Dr. Lucko, and Dr. Lyons volunteered for this committee.

COEHS Fall Conclave

Dr. Whaley asked Cabinet members which outcomes they would like to see as part of the annual college conclave, scheduled for August 14. It is estimated that attendees like to leave the conclave feeling better informed, confident about the new academic year, and excited for things to come. This would be an ideal venue to mention any new policies and to share a listing of upcoming events. Dr. Whaley plans on giving all Cabinet members the opportunity to introduce themselves and share a bit about their areas. Dr. Hansen recommended continuing the pre-event slideshow that highlights faculty and staff accomplishments from the previous year. Ms. Hanberry Shelton also suggested showing the college promotional video at this time.

Visit from Dr. Mark Arant, Murray State Provost

Dr. Arant joined the Cabinet meeting at 10 AM to introduce himself as the University's new Provost and to meet with Cabinet members.

Assistant Dean's Update

Dr. Lyons shared that the Teacher Leader program will be run through the Department of Educational Studies, Leadership, and Counseling. Pending further discussion, there will likely be some restructuring of the Teacher Leader program.

Dr. Lyons would like to hold a brown-bag lunch to discuss possible improvements regarding advising.

Progress is being made in establishing a dual-credit program with area high schools for the new Teaching and Learning Pathway.

Dr. Lyons provided an update on the KPERS system and emphasized the importance of keeping this on our radar.

The KASA 2017 Leadership Institute will be held at the Galt House in Louisville during July 26-28. Just as we did last year, we will be holding a booth and a Murray State alumni event at this venue.

Dr. Lyons provided an update concerning the college's core redesign. Another team meeting will be held on July 13.

Regarding the COEHS Canvas page, Dr. Lyons and Ms. Rogers will be meeting soon to discuss next steps.

College Fiscal Update and Considerations

Ms. Dandeneau announced that the HVAC renovations occurring on the third floor of Alexander Hall are on schedule and should be completed prior to the beginning of the fall 2017 semester.

Ms. Dandeneau asked that it be clearly indicated on travel forms if faculty will be both attending *and* presenting at conferences.

Lastly, Ms. Dandeneau provided an update on the status of our financial accounts at the end of FY17.

Departmental Updates

- **ACS:** Dr. Washington shared that a special education lecturer for the Paducah campus has been hired; her name is Ms. Aimee Gruber, and she will be replacing Ms. Pam Matlock.
- **CLHS:** Dr. Lucko announced that a new social work faculty member has been hired; her name is Whitney Cassity-Caywood, and she will be stationed at the Paducah campus. The restructuring of the NLS/REC programs was approved by the Board of Regents. Ms. Rogers is making changes accordingly to the COEHS webpages. CLHS is hoping that the criminal justice suite will be ready before the fall semester begins.
- **ECE:** Dr. Hansen is currently serving on the search committee for a new education coordinator to be stationed at the MSU Henderson campus.
- **ELC:** Dr. Bloomdahl stated that Sean Simons has been hired for the school psychology position. Dr. Melissa Chapman has also been hired as a full-time professor. A search is underway for the full-time, education administration position. Another search for a full-time, library media position will begin in January 2018.
- **CDI:** Dr. Lyons shared that Ms. Stephanie Schaaf has been hired, pending completion of her degree next calendar year. A data retreat for CDI is planned for August 14, following the all-college conclave.
- **TES:** Dr. Walker announced that Ms. Audrey Brown has retired, and her position will be advertised soon. Approximately 22 individuals have registered for the July 12 KTIP training. Dr. Walker also provided an update on student teaching.
- **TQI:** Ms. Cothran shared that TQI and the Student Success Center has been providing Praxis tutoring sessions both online and in person. She and Dr. Earls also provided an update on the Professional Development School program and plans to promote the program at KASA's 2017 Leadership Institute.

- **KATE:** Dr. Earls stated that the KATE summer camps were huge successes this year. Student printing services will be changing on campus. Current printers that are available for student access will soon be removed and replaced with Ricoh printers.
- **Development:** Ms. Brooks shared that alumni events are planned for St. Louis, Dallas, and San Diego.

Future Meetings

August 7-8: Retreat

Other Important Dates

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

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|----------------------------------|----------------|-------------------------|
| Accountability | Responsibility | Transparency |
| Respect, Empathy, and Compassion | Collaboration | Diversity and Inclusion |

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| Integrity | Strategic | Research-Driven |
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Meeting adjourned at 11:45 AM.
Minutes respectfully submitted by: Ms. Paige Rogers