

**College of Education and Human Services  
Administrative Cabinet Retreat  
August 7-8, 2017**

**Monday, August 7**

**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)

**Morning Icebreaker**

Cabinet members participated in an icebreaker activity led by Dr. Lyons.

**Crucial Conversation Scenarios and Policy Scavenger Hunt**

Cabinet members each received a binder containing several COEHS policy documents. Dr. Lyons then provided members with a handout of possible scenarios that may occur within the college. For each scenario, the group was instructed to: (1) identify the underlying problem, (2) identify the expectations and/or policy in issue, and (3) discuss the best path forward for the leader. The first prompt was approached as an example scenario by the entire Cabinet. The remaining prompts were to be reviewed and analyzed in designated teams. The Cabinet then came together to review and discuss all scenarios and how they might be appropriately handled. Finally, Cabinet members separated into teams again to create their own potential scenarios to share and discuss with the whole group.

The following topics were noted as matters to be covered by new policies or policy revisions: student teaching assignments, assessment/data documentation, three-year faculty reviews, professionalism, and cancellation of class (classroom delivery methods).

**Email Etiquette**

Cabinet members received two articles concerning best practices for communicating via email. A discussion was held regarding email preferences among Cabinet members and proper times to send an email (as opposed to making a phone call or meeting in person).

**Recruitment Efforts**

Regarding the website, it was determined that Ms. Rogers will send out a college email at regular intervals prompting a review/cleanup of college web pages. Student workers can be recruited to find broken links and expired dates. Departments will then be assigned months to review their program content online and send changes to Ms. Rogers. It was recommended that COEHS Student Ambassadors review undergraduate web pages for possible content and navigation improvements.

Dr. Washington recommended orienting student workers to college-wide offerings so that they can be more helpful in recruitment efforts. For the benefit of all in the college, it was decided that COEHS programs will be listed on the directory/roster along with contact information for the programs' respective coordinators.

### **Innovation Discussion**

The Cabinet outlined several college initiatives to highlight and review. This list included the following areas:

- **Core Redesign**
  - Innovation: Each program has an identified set of courses whose purpose is to provide a strong educational foundation
  - Primary Goals: Implement EPP-wide assessments and pursue the Selected Improvement Plan
  - Who Should Lead?: Department chairs
  - Who Should Be Involved?: Faculty, key staff members, and P-12 partners
  - Timeline for Adopting/Dropping: Fall 2018
- **PDS Efforts - Elementary, Middle, and Secondary Education**
  - Innovation: Provide teacher candidates with one-year residency experience
  - Primary Goals: Give students the best possible hands-on experience in a real-world classroom
  - Who Should Lead?: Dr. Robert Lyons, Ms. Kem Cothran, Dr. Barbara Washington (middle and secondary), Dr. Jacqueline Hansen (elementary)
  - Who Should Be Involved?: TQI, TES, Dr. Miguel Gomez (middle), secondary education faculty, perhaps a designated ECE faculty member (TBD) to replace Ms. Pam Matlock (elementary)
  - Timeline for Adopting/Dropping: Fall 2019
- **Dual Credit**
  - Innovation: Provide high school students with the opportunity to get interested in education and to recruit them
  - Primary Goals: To recruit high-quality students into the undergraduate teacher education program through dual-credit courses
  - Who Should Lead?: Dr. Robert Lyons and TQI
  - Who Should Be Involved?: Core faculty, Dr. Susana Bloomdahl, Dr. Barbara Washington, and Dr. Jacqueline Hansen
  - Timeline for Adopting/Dropping: Fall 2017
- **Non-certification Degree (with Tracks)**
  - Innovation: Develop viable undergraduate program for employment outside of education that uses education resources
  - Primary Goals: Increase enrollment and provide students an alternative pathway (if they decide not to teach or are not admitted to teacher education)
  - Who Should Lead?: Dr. David Whaley and Dr. Barbara Washington
  - Who Should Be Involved?: Faculty from ACS, ECE, and CLHS
  - Timeline for Adopting/Dropping: Fall 2018

- *MAT or Graduate Pathway*
  - Innovation: Graduate-level certification
  - Primary Goals: Develop a Master of Arts in Teaching for certification or a graduate certificate pathway
  - Who Should Lead?: Dr. Alesa Walker and Dr. Barbara Washington
  - Who Should Be Involved?: Dr. Robert Lyons and certain faculty
  - Timeline for Adopting/Dropping: Fall 2018 (for certificate) / Fall 2019 (for MAT)
- *Prior Learning/Proficiency Credit*
  - Innovation: To evaluate professional experiences and training outside of courses for course credit
  - Primary Goals: Recruit new students by giving them credit for prior learning and experience
  - Who Should Lead?: Dr. Alesa Walker and Dr. Robert Lyons
  - Who Should Be Involved?: ACS, ELC, and ECE graduate faculty
  - Timeline for Adopting/Dropping: Summer 2018

### **Reflections**

Prior to dismissing for dinner, Dr. Lyons asked each Cabinet member to reflect on: (1) the most beneficial element of today's discussions for them and (2) what they wish had been addressed but was not.

Meeting adjourned at 7:00 PM.

## **Tuesday, August 8**

**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)

### **Enrollment Discussion**

Dr. Whaley provided Cabinet members with a spreadsheet of fall enrollment comparisons (by residency and by types of students). This information was previously supplied by the Office of the Registrar. A packet of 2011-16 COEHS enrollments was also shared with the group.

### **Faculty Status**

Dr. Whaley dispersed a printout containing the status, rank, and title of COEHS faculty members. He asked that department chairs review this information and get any updates to Ms. Dandeneau.

### **Eclipse Watch Party**

Ms. Hanberry Shelton and Ms. Rogers updated the Cabinet on the status of the upcoming eclipse-related events. On August 20, the College of Humanities and Fine Arts will be hosting a panel discussion from 3-4:30 PM in 240 Alexander Hall (the auditorium). On August 21, the

College of Education and Human Services and the Jesse D. Jones College of Science, Engineering, and Technology will be holding an Eclipse Watch Party from 12:30-1:45 PM on the lawn area just south of Alexander Hall.

### **Update from Council of Deans Meeting**

Dr. Whaley shared a review of topics discussed at the July 25 Council of Deans meeting. Some highlights included a discussion of WEB monies and related changes, Digital Measures, an upcoming lecture by Sue Darnell Ellis, and revisions to how extra comps are processed.

### **Grants and Matching Funds**

In preparing grant proposals, faculty members should factor in and buy out their own time with requested grant monies. Dr. Whaley asked department chairs to remind their faculty of this.

### **Vacation and Sick Days**

Dr. Whaley stated that faculty and staff should be encouraged to use up their vacation time prior to leaving the University, as opposed to receiving payment for unused vacation days. Unused sick days of retiring employees were previously paid out by the University but are now to be paid at the college level.

### **All-College Opening Conclave**

Dr. Whaley went through a general timeline for the August 14 Opening Conclave, to be held in 240 Alexander Hall (the auditorium). He also shared a rough draft of the PowerPoint presentation to be displayed at this event. Dr. Whaley asked that each Cabinet member take 5-7 minutes at the Conclave to introduce their respective units and any new faculty or staff within those areas.

### **Travel Funds**

Travel monies will only be provided through the Dean's Office if the individual is presenting at a conference or must be present at the event in some official capacity. Dr. Washington asked if the Dean's Office would continue providing financial support to faculty attending the Kentucky Association of Teacher Educators conference, which is typically held in September each year. Dr. Whaley responded that in recent years, the Dean's Office has only provided transportation expenses to/from this event and will continue to do so.

### **Policy Regarding Visitors**

Cabinet members voiced concerns regarding faculty and staff members bringing spouses, children, grandchildren, and pets to the office for extended periods of time. Dr. Whaley and Ms. Rogers will work on a policy statement to add to the COEHS constitution for the purpose of resolving this issue.

### **Departmental Updates**

- **ACS:** Dr. Washington simply stated that she is looking forward to the upcoming academic year.

- **CLHS:** Dr. Lucko announced that renovations are still underway for the new Criminal Justice suite in Carr Health.
- **ECE:** Dr. Hansen shared plans for orienting new ECE faculty to the department, the college, and the University.
- **ELC:** Dr. Bloomdahl is working on an office hygiene policy as part of the ELC department handbook. She offered to share this document with interested Cabinet members for feedback. Dr. Whaley, Dr. Hansen, and Dr. Earls noted an interest in this.
- **CDI:** Dr. Lyons announced that an orientation session for the new fall cohort of SLP graduate students will be taking place on August 14 from 8:30 AM to noon.
- **TES:** Dr. Walker mentioned that a transfer orientation will be occurring on August 18. There are 64 student teachers and 47 interns presently enrolled.
- **TQI:** Ms. Cothran announced that she is working with Dr. Earls to update contact information for regional school administrators.
- **KATE:** Dr. Earls shared that Tech Play Day will be occurring prior to and following the August 14 All-College Conclave. Demonstrations will take place in 2109, 2203, and 2207 Alexander Hall.
- **Development:** Ms. Brooks stated that the Office Development will soon release its fall schedule of events.

Meeting adjourned at 11:30 AM.

### **Future Meetings**

September 28

October 11

November 16

December 14

January 10

February 14

March 14

April 11

May 9

### **Other Important Dates**

August 14: All-College Conclave and Department Meetings

August 15: Fall 2017 Classes Begin

August 21: Eclipse Watch Party

August 31: COEHS Student Picnic

September 12: COEHS Scholarship and Service Recognition Banquet  
September 13: First Pet Therapy Session of the Academic Year

**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

Minutes respectfully submitted by: Ms. Paige Rogers