

**College of Education and Human Services  
Administrative Cabinet Meeting  
August 29, 2017 · 1:30 PM**

**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)

**Update from Council of Deans' Meeting**

Dr. Whaley shared his notes from the August 8 Council of Deans meeting. The following are some topics that were discussed at this meeting.

***Visiting Politicians***

As we become aware of politicians visiting the Murray State campus, we should be sure to also make President Davies aware of their upcoming presence.

***Courses with Low Enrollment***

PA forms are being heavily scrutinized by the Offices of the Provost and the President.

***University's 100th Anniversary***

In 2022, Murray State will be celebrating its 100th anniversary. The University is beginning to consider how to celebrate this special occasion.

***Astra Software***

The deans were asked for input concerning the purchasing of Astra Software, a platform with the purpose of increasing efficiencies in course scheduling.

***Change in Data Requests***

When requesting data reports from the University, these requests should now be sent to Kelley Wezner, rather than to Tracy Roberts. We have been asked to allow 2-3 weeks for a response.

**Workplace Expectations**

Dr. Whaley reminded Cabinet members of the document which outlines COEHS workplace expectations for faculty. Discussion was held concerning office hour expectations.

**Tracking College Enrollment**

Dr. Whaley shared a familiar document with the Cabinet concerning COEHS enrollments during 2011-16.

**What's keeping you up at night?**

Dr. Whaley asked Cabinet members to share any concerns that are currently weighing on them. This was done with the hope of possibly lightening the load or offering productive solutions.

## **TQI Update**

Ms. Cothran shared a handout that outlined several updates from the Teacher Quality Institute, including those concerning the Teaching and Learning Pathway, the Professional Development School, the Alternative Route to Certification program, clinical placements, and TQI staff visits/observations. Cabinet members also received a document highlighting new hours for the Student Success Center.

## **Future Meetings**

September 28

October 11

November 16

December 14

January 10

February 14

March 14

April 11

May 9

## **Other Important Dates**

August 31: COEHS Student Picnic

September 13: First Pet Therapy Session of the Academic Year

October 19: 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 3:30 PM.

Minutes respectfully submitted by: Ms. Paige Rogers