

**College of Education and Human Services**  
**Administrative Cabinet Meeting**  
**September 28, 2017 · 8:30 AM**

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

**Member Absent:** Melanie Brooks

**Dean's Office and Event Update**

Ms. Hanberry Shelton shared that seating diagrams have been posted in each of the Alexander Hall classrooms. Due to continued concerns from faculty over such seating arrangements, Dr. Whaley asked Dr. Lyons to form a committee to further discuss classroom layouts and to hopefully resolve the issue.

Spring textbook orders are due by October 11 to Ms. Hanberry Shelton. She will communicate this to administrative assistants as well.

The COEHS Scholarship and Service Recognition Banquet will be held on Thursday, October 19, from 6-8 PM in the Murray Room of the CFSB Center.

The COEHS Homecoming Breakfast will occur on Saturday, October 28, from 8-9:30 AM at the Murray Middle School cafeteria. The College will be participating in the Homecoming parade again this year. The College's Homecoming committee met and selected Judith Rhoads as this year's Outstanding Alumna. We will be notifying her soon and have reached out to former COE Dean Russ Wall to ask him to drive his convertible car in the parade again this year. Ms. Rogers asked Cabinet members to remind their faculty, staff, and students to consider walking alongside the vehicle in the parade. Additionally, Dr. Lucko shared that CLHS will be hosting a tent at Tent City.

Ms. Hanberry Shelton and Ms. Dandeneau announced that there has been some confusion concerning the sending of flowers to faculty and staff in instances of new births, deaths, sickness, congratulations, and other life events. There has been overlap with flowers being sent from both the Dean's Office and from the departments. To resolve this, Dr. Whaley suggested developing a list of which instances will be covered by the Dean's Office. This information will be shared with Cabinet members, who may then decide if they wish to cover additional instances through their department funds.

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

### ***Enrollment Analysis***

Dr. Whaley provided Cabinet members with copies of a spreadsheet document entitled "COEHS Enrollments 2011-17 (Tentative)" and called attention to average/mean enrollments and their standard deviations. A copy of the COEHS program overview page from the current academic bulletin was also provided. As discussed in the September 25 Council of Deans' meeting, all degree programs will soon be reviewed in relation to pending budget cuts. At this point, only degree programs will be reviewed.

### ***Extra Compensation Forms***

No further extra comps will be approved by the University. This includes extra comps for program coordinators, to serve on dissertation committees, etc. Extra comps from grants should still be acceptable.

### **Women Faculty Leadership Circles**

Maeve McCarthy has asked that our college support (including financially) women faculty leadership circles. Cabinet members expressed concern that our faculty do not have additional time to participate in such activities right now; however, we would consider revisiting this concept in the future if enough interest exists.

### **Assistant Dean's Report**

Dr. Lyons participated in a University-wide meeting of graduate coordinators on September 27, and shared with Cabinet members a summary of topics discussed at that meeting. He asked Cabinet members for their thoughts on an "academic second chance" policy. Dr. Walker mentioned that a "repeat and replace" policy might be preferable to an "academic second chance" policy.

Dr. Lyons attended a meeting of the Financial Aid, Bursar, and Scholarship Offices on September 26. He shared an update from this meeting as well. The Scholarship Office asked that we remind students that they must reapply for scholarships each academic year. Beginning in the summer of 2018, students may receive yearlong PELL grants.

Dr. Lyons shared total counts of juniors and seniors in our education programs as compared to those who have been admitted to the teacher education program. He also suggested forming a scholarship through the Office of Development that could be used to assist students who may have trouble paying to take the Praxis exam. Ms. Dandeneau noted that we had an issue with this in the past. There was previously no way to pre-pay for a Praxis exam (unless the student was ready to take the exam at the moment of payment). That may have changed, though.

There is some confusion concerning the future of the MERR Loan Forgiveness Program and its continued existence. Dr. Lyons will work to receive clarification on this matter.

Dr. Lyons will be reaching out to program coordinators to ask them to prepare data reports that will help in evaluating trends of their respective programs.

The core redesign process is currently being analyzed at the departmental level. The next meeting of the core redesign group will take place on October 10, at which point proposed course specifics will be discussed.

### **COEHS Budget Update**

Ms. Dandeneau shared that web monies should be posted at the University-level on September 29, and our total number of adjunct instructors has decreased. Accrued travel expenses have also decreased. Travel requests will not be approved for trips outside of the contiguous United States.

Ms. Dandeneau showed a sample piece of the new carpet that will be placed in the Alexander Hall auditorium. This renovation is scheduled to occur over the upcoming winter break.

### **COEHS Assessment Update**

Dr. Hansen provided Cabinet members with copies of the 2016-17 COEHS Assessment Report and summarized report findings.

### **Departmental Updates**

- **ACS:** Dr. Washington noted increased ACS faculty participation in recruitment opportunities. Dr. Janine Duncan will be hosting the second annual FCS Summit in the Curris Center on October 23.
- **CDI:** Dr. Lyons announced that CDI has started a student advisory group.
- **CLHS:** Dr. Lucko shared that the social work program is preparing for its upcoming reaccreditation visit. The criminal justice faculty members have begun moving into their new suite in the Carr Health building. The CRJ program is dramatically revising its curriculum and is expecting to see an increase in enrollment as a result.
- **ECE:** Dr. Hansen noted that the ECE department is focusing on recruitment and retention and is currently working to revise its promotional handouts. The department will soon meet with KATE to discuss two-factor authentication and Google Team Drive.
- **ELC:** Dr. Bloomdahl announced that the ELC faculty members are planning for pending budget cuts by revising program offerings, attending additional recruitment opportunities, and updating their marketing materials. The second annual certificate ceremony of the Cultural Leadership Academy will take place in Paducah at 6 PM on October 28.
- **KATE:** Dr. Earls expressed that KATE needs to be made aware when office changes occur. This is due to the fact that each computer is associated with individual faculty members and should change as their offices change. Over 1,400 work orders have

been completed by KATE since January 2017. KATE is hosting an all-day, K-5 coding seminar at Murray State on November 24. Lastly, each Praxis testing session has been full so far this academic year.

- **TES:** Dr. Walker stated that we have 186 interns as of October 28, and we are approaching the capacity. Three student teaching orientations with a total of 56 participants have occurred for the fall 2018 semester.
- **TQI:** Ms. Cothran provided a packet of information from the Teacher Quality Institute. This packet included a summary sheet, an invitation to the 2017 Fall Forum with Dr. Todd Whitaker (set to occur at McCracken County High School on October 24), the dates of Praxis prep sessions for the fall 2017 semester, and a resource sheet for Praxis prep assistance.

### **Future Meetings**

October 11

November 16

December 14

January 10

February 14

March 14

April 11

May 9

### **Other Important Dates**

October 5-6: Fall Break - University Closed

October 11: Pet Therapy

October 19: COEHS Scholarship and Service Recognition Banquet

October 28: COEHS Homecoming Breakfast

### **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 12:15 PM.

Minutes respectfully submitted by: Ms. Paige Rogers