

**College of Education and Human Services
Administrative Cabinet Meeting
November 17, 2017 · 8:30 AM**

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

Dean's Office and Event Update

Dr. Whaley shared an example of what another College of Education does to showcase its people and activities. This particular example involved a week-long celebration of college-related events. Dr. Whaley invited Cabinet members to consider this example and share any ideas they may have for similar activities.

Ms. Hanberry Shelton announced that proofing for summer 2018 schedules will take place on December 13. The Sparks Lecture committee met for the first time on November 13, to brainstorm ideas for the 2018 event. The next Sparks Lecture will likely focus on the criminal justice side of our college with more details to come. Melanie has sent an online survey to Cabinet members, donors, and University administrators who were in attendance at the recent Scholarship Banquet to ask for feedback on the event. The COEHS Faculty and Staff Holiday Potluck will take place on December 1. There will be a holiday celebration of some sort for our college's student workers and graduate assistants; however, a formal plan has not yet been determined. The Graduating Student Teacher Celebration and ELC Hooding Ceremony will take place on December 8.

Ms. Rogers noted that there is a lot of good news coming from the College of Education and Human Services. Several press releases have gone out recently, and more will be coming very soon.

Adjunct Evaluations

Dr. Hansen suggested revisiting the act of evaluating our adjunct instructors through a specific rubric. Dr. Whaley believes that we have some leeway in designing the form to fit our needs.

Update from Council of Deans' Meeting

Dr. Whaley shared with the Cabinet various updates from the Council of Deans' meeting held on November 14.

Degree Program Reviews

The University is asking for a review of all degree programs. While an official deadline date does not appear to have been announced, the date of December 15 has been mentioned. A template for this review process has been provided to the colleges. Dr. Lyons asked Dr. Hansen to arrange a reading of the ECE program reviews when they are complete to serve as

an example for other departments and programs. Ideally, this will occur during the week of December 4.

Positions Needed

Two position searches are currently needed in ECE, one in ACS, one in CDI, one in CLHS, and two in ELC. Chairs discussed this topic further, sharing absolute needs, preferences, and possible consequences. No official decisions were made.

AACTE Conference

Dr. Lyons took a general poll of how many Cabinet members plan on attending the 2018 AACTE conference. At this point, it appears that approximately 5-6 individuals plan to attend.

Assistant Dean's Update

Dr. Lyons shared an update on a survey going out through SkyFactor. SkyFactor will analyze the received data once the survey has closed and provide a comparison based on the results of similar institutions.

On February 20, COEHS will meet with Christian Cruce of the Scholarship Office regarding the awarding of scholarships for the 2018-19 academic year.

Dr. Lyons suggested putting together a group to support the college's Selected Improvement Plan. Ideally, faculty members would apply for this effort and become CAEP Fellows, which would also be beneficial to add to their CVs. The hope is that these individuals would be able to join the college's administrative team at the 2018 Spring CAEPCon.

COEHS Budget and Building Update

Ms. Dandeneau and Ms. Cothran previously discussed ordering branded shirts for our PDS students to wear while they're out in the schools. Dr. Whaley approved this request, and Ms. Amy Levering of TQI is currently collecting sizes for a shirt order.

The auditorium carpet and seats will be renovated over the winter break. Foot pulls will soon be added to the insides of bathroom doors in Alexander Hall. Ms. Dandeneau also shared sample images for possible classroom seating updates. Dr. Lyons mentioned getting the Space Committee back together to discuss how to best spend monies designated for classroom renovations. Dr. Earls shared that, based on thoughts from a recent Technology Committee meeting, the Carr Health building would be interested in getting ePaper signs placed outside of its classrooms as well.

Ms. Dandeneau suggested spending allocated funds on securing prime keynote speakers for upcoming events. Another thought involved sending students to the Ron Clark Academy in Atlanta, Georgia. Dr. Washington would like to see the Diversity Lecture Series revived. Dr. Walker suggested doing an in-country immersion with education students by taking them to classrooms in a diverse area, such as Nashville or Memphis.

Printing Update

Ricoh will be our only printer vendor to use on campus. During the spring 2018 semester, audits will be done for departments to provide recommendations for their own printer needs. This is a mandatory/voluntary audit, meaning that departments may go against the audit recommendations concerning the type or number of Ricoh printers to be purchased, but all future printers must come from Ricoh. Departments may keep their current machines until the end of the machines' lives. Murray State hopes to have everything switched over to Ricoh by 2023. Desktop printers will not be replaced. If employees choose to bring their own desktop printers to work, their respective departments may supply the paper for work-related printing but not the ink/toner cartridges. Moving forward, we are encouraged to go paperless as much as possible. KATE will work with faculty and staff to accomplish this goal.

Departmental Updates

- **ACS:** Dr. Washington shared that her department is working on state-level changes in career and technical education and family and consumer sciences. Faculty recently attended a Council for Exceptional Children state conference along with seven students.
- **CDI:** Dr. Lyons announced that CDI has one open line and one upcoming retirement. He would like to establish a CDI advisory council. The department is working on an undergraduate curriculum for those who do not want to get their master's degrees.
- **CLHS:** Dr. Lucko said that the social work program recently hosted an accreditation visit, which seemed to go favorably. The criminal justice suite is almost complete. One classroom in Carr Health is undergoing renovations at a cost of \$12,000, which is being funded by the University. There was a resolution by SGA to keep Carr Health open on the weekends, but that resolution has been prevented from moving forward. The pump to the Carr Health pool recently blew out and may not be repaired this time.
- **ECE:** Dr. Hansen stated that Dr. Jessica Branch is back at work after celebrating the birth of a new baby; a reception will soon be held. Dr. Susan Edington submitted her letter of retirement. Dr. Sharon Gill, who is currently on sick leave, will be retiring in January 2018. The Core Redesign team is working to make curriculum revisions.
- **ELC:** Dr. Bloomdahl announced that a Teacher Leader Capstone event was held last week. The department is working on core curriculum for the Teacher Leader program. Dr. Teresa Clark has been appointed as an at-large director on the Mid-South Educational Research Association's Membership Committee. Our PSE students won a case-study competition at the recent Southern Association for College Student Affairs' annual conference, and Dr. Brian Bourke's won the Joe Buck Service Award. Dr. Mark Arant will meet with the department in December.
- **KATE:** Dr. Earls shared that an STLP event was held at Murray State on November 2. The event was attended by 500 student participants and 100 teachers/parents. The final

Google training for the fall 2017 semester will occur on November 17. Robotics kits are currently being used in regional schools.

- **TES:** Dr. Walker stated that there will be no new KTIP assignments in the spring. The department is currently busy working on reports.
- **TQI:** Ms. Cothran provided Cabinet members with a handout containing various TQI-related updates.
- **Development:** Ms. Brooks shared that there will be a college-sponsored Murray State basketball game on January 27. The Office of Development is encouraging potential benefactors to make donations by the end of the year to benefit those individuals on next year's tax returns. Students are currently making calls as part of Racerthon, and Ms. Brooks announced that they are still hiring students to take part in this effort.

Future Meetings

December 14
January 10
February 14
March 14
April 11
May 9

Other Important Dates

November 22-24: Thanksgiving Break (University Closed)
November 28: Coffee with the Dean
December 1: Last day of fall 2017 classes; COEHS Faculty and Staff Holiday Potluck
December 2-8: Finals Week
December 8: Graduating Student Teacher Celebration; ELC Hooding Ceremony
December 9: Fall 2017 Commencement
December 16 - January 1: Winter Break (University Closed)

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 11:30 AM.

Minutes respectfully submitted by: Ms. Paige Rogers