

**College of Education and Human Services  
Administrative Cabinet Meeting  
December 14, 2017 · 8:30 AM**

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

**Guest:** Mark Arant

**Employee Work Locations**

At the request of the Provost Office, the deans' offices on campus were given a spreadsheet of all active employees, including students, and their respective work locations. Due to the new occupational tax in Murray, colleges were asked to review this information and update the primary work location of each employee listed. As such, we took a moment to review this information as a Cabinet and make necessary changes.

**Dean's Office and Event Update**

Ms. Hanberry Shelton stated that the college has successfully accomplished all of its events for the calendar year. Looking ahead to 2018, the respective committee will wrap up the event planning process for our next Sparks Lecture and will keep the Cabinet informed on related progress.

**Reflections on Tenure and Promotion**

Dr. Whaley announced that the tenure review process has gone smoothly thus far. Those packets are now at the Provost Office, awaiting further review. Applications for promotion will be received by Dr. Whaley on December 15, and they are then due to the Provost Office by January 15.

**Update from Council of Deans' Meeting**

Dr. Whaley shared with Cabinet members a list of various updates from the Council of Deans meeting held on December 12.

**AACTE Conference**

Dr. Whaley stated that the AACTE conference is likely one of the best events for Cabinet members to attend (if they are interested). He suggested that those who attend the 2018 conference keep a log of the sessions they participate in while at the conference.

**Spring 2018 Kickoff Event**

Dr. Whaley asked for suggestions for how to best begin the 2018 semester with faculty and staff. Cabinet members agreed that a spring conclave or kickoff event would be a good way to get back into the swing of things.

### **Whistleblower Reporting and Policy Manuals**

Should they ever need to do so, Cabinet members were reminded of the ability to report and the process for reporting whistleblower complaints to the University. Members were also reminded where to access the University's Statement of Ethical Principles and Code of Conduct, the Board of Regents' Policy Manual, and the University's Policies and Procedures Manual.

### **Assistant Dean's Update**

Dr. Lyons shared that he met with several Cabinet members this week regarding dual-credit offerings with regional high schools. The decision was made to further partner with these schools to offer three courses that would allow high school students to earn Murray State credit.

Drs. Lyons and Washington recently met with secondary education partners from other colleges on behalf of the Core Redesign group.

Dr. Lyons addressed student grievances and the need for faculty to stick to the protocol in dealing with these matters. Dr. Whaley advised that students be encouraged to bring their concerns to the college's grievance and appeals committee rather than to the University's committee.

Dr. Lyons revisited the idea of establishing CAEP Fellows. Fellows may be some of our newer faculty hoping to make an impact on the college. A spring 2018 CAEPCon will take place in Kansas City, Missouri, and Dr. Lyons plans on driving an SUV to this conference. The hope is that the proposed CAEP Fellows would join him. Dr. Lyons asked that this topic be addressed on a future agenda of the college's Administrative Cabinet.

Following interviews this week, Jessica Evans has been recommended by the search committee to serve as our college's director of assessment. The approval process is still underway, and an official offer has not yet been made. Ideally, this position would begin on July 1, 2018.

### **Provost Update**

Dr. Arant joined the Cabinet meeting briefly to say happy holidays to Cabinet members and address any concerns they may have.

At present, the plan for the Office of Regional Academic Outreach (RAO) includes moving forward with a more focused mission and set of objectives. This office will primarily focus on offering bachelor's degrees of integrated studies to adult completers (nontraditional students). Consequently, the colleges will now be responsible for managing their own summer and online courses just as they manage their on-site fall- and spring-semester courses. This is done in hopes of not only centralizing the duties of RAO but also making work easier on the colleges by giving them fewer hoops to jump through in operating procedures.

Other topics discussed include low-enrolled courses, the possibility of a mid-year rescission, faculty morale, tuition-rate changes to make Murray State more competitive, and developing innovative ways to deliver courses.

### **COEHS Budget and Building Update**

Renovations to the Alexander Hall auditorium and other possible building updates were discussed. Drs. Washington and Earls noted the condition of the carpet in certain areas of Alexander Hall.

### **Departmental Updates**

- **ACS:** Dr. Washington reiterated that she and Dr. Lyons recently met with partners in other colleges regarding the plan for our core redesign effort.
- **CDI:** Dr. Lyons announced that three CDI students graduated as part of the December 2017 commencement.
- **CLHS:** Dr. Lucko shared that Dr. Peter Weber's NLS 305 class recently awarded a \$3,000 grant to The Way of Wellness, a local nonprofit organization, as part of the Giving Back Endowment's Student Engagement Initiative. Mr. Jeff Wylie is currently in London with a group of social work students. The pool pump in Carr Health has been repaired.
- **ECE:** Dr. Hansen stated that Dr. Sharon Gill appears to be feeling better and is still set to retire in January 2018. Her office has been packed up thanks to the help of the department's student workers.
- **ELC:** Dr. Bloomdahl announced that ELC has completed its program reviews and is looking forward to making further improvements.
- **KATE:** Dr. Earls reminded Cabinet members to turn off and unplug their technology before leaving for the winter break. Google's two-factor authentication will be mandatory as of January 31, 2018.
- **TES:** Dr. Walker stated that she has signed 24 CA1s, which will go out today. GPAs have been calculated for those hoping to begin their student teaching during the spring 2018 semester.
- **TQI:** Ms. Cothran provided Cabinet members with a handout of new dates for spring 2018 Praxis prep sessions. She also shared that planning is currently underway for the 2018 College and Career Readiness Summit.

### **Future Meetings**

January 10

February 14

March 14

April 11

May 9

**Other Important Dates**

December 16 - January 1: Winter Break (University Closed)

January 12: Spring Conclave

January 15: University Closed for Martin Luther King, Jr. Day

January 16: Spring 2018 Classes Begin

**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 11:40 AM.

Minutes respectfully submitted by: Ms. Paige Rogers