

**College of Education and Human Services
Administrative Cabinet Meeting
January 24, 2018 · 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)

Discussion Regarding Marshall County High School Tragedy

Dr. Whaley asked Cabinet members to observe a moment of silence for yesterday's shooting incident at Marshall County High School. Ms. Cothran, who was at the school following the incident, shared her experience with the Cabinet. Dr. Bloomdahl suggested sending an email to COEHS faculty reminding them to be sensitive should they choose to discuss this event with their classes.

Spring Enrollment Numbers

Dr. Whaley shared with the Cabinet a printout containing an enrollment comparison of the 2016, 2017, and 2018 spring semesters.

Dean's Office and Event Update

Ms. Hanberry Shelton provided an overview of college events to come. A new event, tentatively being called "The Golden Apple," is currently being planned for later this semester. This event will target exceptional high school seniors in our area who are interested in pursuing a degree in education. The students' parents will be invited to attend the event as well. The 2018 Sparks Lecture committee will be meeting on January 26. The January meeting of the college's administrative assistants will be rescheduled due to the recent snow days and will feature Ms. Karen McCuiston and Ms. Elizabeth Abanathy, who will speak on school safety and active shooter training.

Tenure and Promotion Progress

Tenure applications and their reviews have been completed at the college level and are now at the Provost level. Promotion applications are also at the Provost level.

Moving forward, Dr. Whaley would like to see probationary (untenured tenure-track) faculty participate in three-year reviews; however, no official policy for this is in motion yet.

An issue was noted with inconsistent submission deadlines in the college's Annual Review of Faculty (ARF) policy document. The dates in question were February 1 and February 28. Dr. Hansen made a motion to move forward with a February 15 deadline beginning with the 2018-19 academic year. The motion was seconded and approved by Cabinet members. For the current academic year (2017-18), a deadline of February 28 will stand to prevent any conflict. Dr. Whaley and Ms. Rogers will make necessary modifications to the ARF document and request that it be updated on the COEHS intranet.

Update from Council of Deans Meeting

Dr. Whaley shared with Cabinet members a list of updates from the Council of Deans meeting held on January 23. The list included various meeting highlights and potential budget changes for upcoming fiscal years.

Conference Considerations

With regard to the spring 2018 CAEPCon, Dr. Whaley recommended that Cabinet members closely evaluate whether or not their attendance of this event would be vital to our college's success. The idea of having CAEP Fellows attend the conference is still a possibility, but we need to ensure that these Fellows are faculty members in leadership roles with regard to CAEP accreditation efforts. For Cabinet members who do not attend the upcoming CAEPCon, Dr. Whaley recommended looking at upcoming CAEP conferences and the Watermark Engage 2018 conference. Watermark is a new company created by the 2017 merger of Taskstream, Tk20, and LiveText.

Assistant Dean's Update

Dr. Lyons mentioned that KASA named inductees for its first cohort of Kentucky Women in Education Leadership. Five of our alumni were included among the inductees.

Dr. Lyons reiterated the idea behind the development of our new "Golden Apple" recruitment event for regional high school seniors planning to pursue a degree in education.

Skyfactor is the service we are using to survey many of our alumni and their 280 employers. Aside from being received by the alumni, this survey was sent to superintendents, principals, assistant principals, and instructional supervisors. The survey will close in approximately two weeks. At that point, our results will be received and compared with similar institutions of higher education.

A scholarship planning meeting will be held between Ms. Christian Cruce and key members of the college on February 20.

The accreditation bulletin board on the third floor of Alexander Hall will soon change to reflect and serve as a reminder of our Selected Improvement Plan.

Financial and Building Update

Ms. Dandeneau thanked department chairs for meeting with her and Dr. Whaley regarding potential budget reductions at the departmental level. She has developed a Google spreadsheet summarizing discussion results and will share that document with the chairs soon.

Development Update

Ms. Brooks announced that a new scholarship will soon be endowed for students studying education or science.

Assessment Update

Dr. Hansen touched on the NCTQ results that were announced during the recent winter break.

Departmental Updates

- **ACS:** Dr. Washington shared that programs are currently meeting regarding curriculum changes. She met with Dr. Hansen and Dr. Walker yesterday regarding syllabi.
- **CDI:** Dr. Lyons noted that undergraduate curriculum changes have already gone through and graduate curriculum is being reviewed.
- **CLHS:** Dr. Lucko announced that Dr. Peter Weber's NLS 305 class and Dr. Kala Chakradhar have recently received favorable publicity of their efforts. A leak occurred in Carr Health over the winter break, but it has since been repaired. A final inspection of the criminal justice suite is needed before faculty members can officially relinquish their former offices in the Applied Sciences building. This semester's Nonprofit Connections event will take place in the Curris Center ballroom from 10 AM to 2 PM on February 6.
- **ECE:** Dr. Hansen shared that Dr. Susan Edington recently lost her husband and will be retiring following the spring 2018 semester. Dr. Stephanie Hendrith has received favorable publicity concerning the Ashland, Inc. Endowed Professorship in Education. Dr. Hansen is looking to reduce the use of adjunct instructors at our 2+2 sites in favor of faculty members with doctorate degrees.
- **ELC:** Dr. Bloomdahl noted that Dr. Brian Bourke has been chosen as president-elect of the College Personnel Association of Kentucky.
- **KATE:** Dr. Earls shared a copy of CampusPrint printer usage during October through December of 2017. The deadline to enable Google's two-factor authentication is January 31. Those who have not enabled this feature by that time will have their accounts locked on February 1.
- **TES:** Dr. Walker mentioned that we are still awaiting background checks for a few potential student teachers. The current count of student teachers is at 160, representing approximately 350 placements (some students have multiple placements).
- **TQI:** Ms. Cothran announced that the 2018 College and Career Readiness Summit will take place on June 12 (in Alexander Hall) and June 13 (in Lovett Auditorium).

Future Meetings

February 14

March 14

April 11

May 9

Other Important Dates

February 6: Nonprofit Connections

February 14: Pet Therapy

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 11:00 AM.

Minutes respectfully submitted by: Ms. Paige Rogers