College of Education and Human Services
Administrative Cabinet Meeting
February 14, 2018 · 8:30 AM

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

Member Absent: Melanie Brooks

Discussion Regarding Marshall County High School Tragedy

Ms. Cothran mentioned that she has been serving breakfast duty at Marshall County High School during the last week. Dr. Hansen shared that several ECE faculty asked their students to prepare cards for members of the school. As a result, 125 handmade cards were created and delivered to the superintendent.

Dean's Office and Event Update

Ms. Hanberry Shelton noted that she recently reviewed course schedules for the departments and submitted those to the Provost Office. As an update on the upcoming Sparks Lecture, we are waiting to hear back from our chosen speaker. Once the speaker has been secured, a date will be set and shared with the group. The new Golden Apple event is scheduled to be held on March 29. Ms. Cothran has been working with Ms. Tressa Ross and Ms. Amy Levering to compile a list of regional high school seniors to be invited. The list began with a total of 225 students and will likely be narrowed down to approximately 100 students who will be invited. Dr. Casey Allen, superintendent of Ballard County Schools, will be providing keynote remarks. Students attending will receive a small gift and one winner will be chosen at random to receive a Murray State backpack filled with other goodies.

Tenure Applications and a Three-year Review

Dr. Whaley again emphasized the importance of implementing a three-year review process for untenured, tenure-track faculty members. This review would serve as an official milestone/marker prior to the five-year review, at which point such individuals may apply for tenure. Dr. Whaley asked for the Cabinet's permission to begin developing wording to be placed in the COEHS Faculty Handbook. Cabinet members agreed.

Update from Council of Deans Meeting

Dr. Whaley shared with Cabinet members a summary sheet from the Council of Deans meeting held on February 13. In reviewing these meeting notes, Dr. Bloomdahl called attention to the Provost's mention of developing a graduate-level option resulting in postsecondary certification. Dr. Bloomdahl's concern is that this separate option may cause confusion with our graduate program in postsecondary education administration. Dr. Whaley made note of this concern and will speak further with the Provost.

EDU 100T
Dr. Lyons shared with Cabinet members a memo that is being sent to the University's Academic Council. This memo stresses the importance of students in the ACS and ECE departments taking EDU 100T, as opposed to substituting other 100T courses. The Academic Council is being asked to make resulting changes to RACR degree audits for programs in ACS and ECE.

Commencement Changes
The University recently announced that the May 2018 commencement celebrations will consist of an undergraduate ceremony at 9 AM and a graduate ceremony at 2 PM. This has raised a couple of concerns: 1.) how to ensure that there is a faculty presence at both ceremonies and 2.) how to ensure that there is a strong graduate turnout at the respective ceremony.

Enrollment Update
Dr. Whaley shared a printed spreadsheet of COEHS fall enrollments from 2011 through 2017.

Assistant Dean's Update
Dr. Lyons stated that a COEHS Curriculum Committee meeting was held on February 12. A meeting to award scholarships will be held between Christian Cruce of the Scholarship Office and members of our college on February 20. A Core Instruction Retreat is scheduled for March 30, and two follow-up meetings will be held during the summer of 2018. COESIS (version 3.0) is back in action. Dr. Lyons shared proposed changes to the appearance/structure of the classrooms of 1001 and 1004 Alexander Hall. He also shared a handout regarding the Praxis Achieve Program, which is "an effort to increase student retention in teacher certification by: 1.) reducing the barrier due to the cost of the CASE exam and 2.) providing test preparation for these students, increasing the probability of them passing on the first attempt."

Financial and Building Update
Ms. Dandeneau announced that a security camera will soon be installed in the Alexander Hall auditorium. Two copy machines have been approved to be leased to the ACS and ECE departments. The Outstanding Research and Creativity Award and the Outstanding Support Staff Award will continue to exist and be supported through the Dean's Office. We have noticed several issues with general maintenance of Alexander Hall. Ms. Dandeneau has spoken with Mr. Rick Grogan of Facilities Management, who explained that his department is in a time of transition and is also witnessing significant employee turnover.

Assessment Update
Dr. Hansen noted that the AIMS report is due in April. She will work with Drs. Lyons and Walker to get this completed. A web page will need to be created to publicly share this data.

Departmental Updates

- **ACS:** Dr. Washington shared that the Status of Women Summit will be held on March 2. Additional certification options will be added to the CTE program.

- **CLHS:** Dr. Lucko announced that the spring 2018 Nonprofit Connections was incredibly successful with more than 50 nonprofit organizations participating. In addition to a University community presence, several juniors and seniors from Calloway County High School attended the event as well.

- **ECE:** Dr. Hansen shared that she has been working with Dr. Washington to ensure that the LBD dual-certification with Elementary Education meshes well.

- **ELC:** Dr. Bloomdahl noted that ELC is making several course and program revisions.

- **KATE:** Dr. Earls shared a handout of professional development opportunities available through KATE. A printing audit will be performed by KATE prior to the mandatory audit by Ricoh. The Northwest Conference Room (AL 3230) and the Dean's Conference Room (AL 3101A) will be set up for video conferencing.

- **TES:** Dr. Walker shared an update regarding EPSB and AACTE. Student teaching orientations are going on now.

- **TQI:** Ms. Cothran provided a list of various updates from TQI, including an outlook for the June 12-13 College and Career Readiness Summit.

Future Meetings
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 12:00 PM.
Minutes respectfully submitted by: Ms. Paige Rogers