

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

Members Present: David Whaley, Jacqueline Hansen, Paul Lucko, Susana Bloomdahl, Melanie Brooks, Tami Dandeneau, Kimberly Hanberry Shelton, Paige Rogers (recorder)

Members Absent: Robert Lyons, Barbara Washington, Jennifer Earls, Kem Cothran, Alesa Walker

Dean's Office and Event Update

Ms. Hanberry Shelton noted that the Dean's Office is working on preparing for the Golden Apple Dessert Reception, scheduled to occur from 6:30-8 PM at Alexander Hall on March 29. Details for the 2018 Sparks Lecture have been confirmed, and invitations were sent out earlier this week. The event is scheduled for May 1, from 5-7 PM in the Murray Room of the CFSB Center. A Teacher Career Fair is scheduled to take place in the Curris Center Ballroom from 8 AM to noon on March 16. Ms. Rogers mentioned a couple of promotional items that have been ordered on behalf of the college.

Update on Tenure and Promotion

Dr. Whaley announced that the approval process for tenure and promotion has passed the Provost level and is now at the President and Board of Regents levels.

Update from Council of Deans Meeting

Dr. Whaley shared with Cabinet members a summary sheet from the recent Council of Deans meeting, which was held on March 13.

Service Animals

Drs. Whaley and Lucko shared a packet of information from the Office of Student Disability Services concerning appropriate actions to take with students who have service animals and emotional-support animals on campus.

Financial Update

Ms. Dandeneau shared budget sheets with the appropriate Cabinet members on March 13. These are due back to her by March 15 so that she may submit them to the Provost Office on March 16. Staff evaluations are due to Human Resources by April 6, so they should be given to the Dean's Office before that date.

Core Redesign Update

Dr. Hansen stated that she and Dr. Washington will be visiting undergraduate classes in their programs so that they may meet with students to explain forthcoming Core Redesign changes and answer any related questions.

Departmental Updates

- **CLHS:** Dr. Lucko shared that the outlook for re-accreditation of the social work program is favorable.
- **ECE:** Dr. Hansen noted that she is working with Dr. Washington to fill the 2+2 coordinator position at the Madisonville campus. This position will be housed under the department of ACS. Dr. Lynn Patterson is a candidate for the role of active teacher trustee, who serves on the Board of Trustees for the Kentucky Teachers' Retirement System.
- **ELC:** Dr. Bloomdahl stated that several ELC programs have been holding recruitment-related events across the region.
- **TQI:** Prior to the Cabinet meeting, Ms. Cothran provided a list of updates from TQI.
- **Development:** Ms. Brooks shared an update regarding the recent scholarship selection process, which took place on February 20.

Future Meetings

April 11

May 9

Other Important Dates

March 14: Pet Therapy

March 15: Coffee with the Dean

March 16: Teacher Career Fair

March 19-23: Spring Break (March 21-23: University Closed for Faculty/Staff)

March 29: Golden Apple Dessert Reception

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 10:45 AM.

Minutes respectfully submitted by: Ms. Paige Rogers