

College of Education and Human Services
Administrative Cabinet Meeting
April 11, 2018 - 8:30 AM

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

Social Media Concern

Dr. Walker mentioned a comment she saw privately on social media. The individual online expressed concern that necessary teacher education courses are allegedly being cut. In response to such misconceptions, Dr. Lyons suggested that Dr. Hansen and Ms. Rogers work together to further communicate the changes/improvements being made with regard to our core redesign efforts.

Dean's Office and Event Update

Ms. Hanberry Shelton shared that summer adjunct PAs should be sent to her by April 13. Other PAs with dates on or before June 30 should be submitted to her by May 16.

Ms. Hanberry Shelton stated that the first annual Golden Apple Dessert Reception, held March 29, was a successful event. The Sparks Lecture is scheduled for May 1, from 5-7 PM in the Murray Room of the CFSB Center. The End-of-Year Celebration is scheduled for May 4, from 1-3 PM in the Alexander Hall Atrium.

National Teacher Appreciation Day is May 8. In celebration of this day, cakes will be ordered to be personally delivered by COEHS members to the Calloway and Murray schools as well as Head Start. Dr. Lyons, Dr. Bloomdahl, Dr. Earls, and Ms. Cothran offered to deliver the cakes. Other Cabinet members shared that they will ask their faculty and staff to deliver some cakes as well.

The Graduating Student Teacher Celebration will take place on May 11, from 11 AM to 1 PM in the Alexander Hall Atrium. Certain departments, including CDI and ELC, will also be holding their own graduation celebrations on this date (prior to the University's May 12 Commencement).

Because the University has discontinued their typical Honors Day festivities, Cabinet members discussed ways to honor our student award recipients within the COEHS. Dr. Lyons noted that CDI has their own Senior Recognition Ceremony already scheduled, at which time the department will plan to disperse its respective awards. Drs. Hansen and Washington stated that they would be comfortable dispersing their department awards at the Graduating Student Teacher Celebration. Dr. Lucko shared that CLHS often has 8-10 senior awards to present and currently have no venue to give those awards. Dr. Whaley proposed the idea of having a

college-wide program similar to Honors Day on May 11. More information will be shared at a later date as plans form.

Academic Programs Website

Dr. Lyons and Ms. Rogers discussed that the University will be rolling out a new academic programs website in the fall. This is said to be a “game-changer” in terms of University recruitment efforts. The Office of Branding, Marketing, and Communication (BMC) has already sent emails with individual department program information to the respective chairs and copied Dr. Whaley on the messages. Chairs are being asked to review their department information and make updates as necessary. These updates are to be submitted to Ms. Abby Ponder of BMC by April 20.

Graduate Tuition Rates

Dr. Whaley shared with the Cabinet a spreadsheet containing proposed changes in tuition rates for graduate degree programs within the COEHS. This document originated at the Provost level.

Update from Council of Deans Meeting

Dr. Whaley shared with the Cabinet a summary sheet from the recent Council of Deans meeting, which was held on April 10.

- **Summer Orientation Photocopies:** Colleges will pay for copies that students make when printing out their schedules. Two copies are printed per student (one for the student to keep and one for the college’s student file). These copies will be billed to the Dean’s Office.
- **Course Fees:** After much discussion regarding course fees, Dr. Whaley stated that we will submit a request for course fees to the Provost Office.
- **HB 108:** Dr. Whaley shared a printout from the Kentucky Legislature's website (*lrc.ky.gov*) concerning amendments to House Bill 108.

Change in Position Titles

At the University level, changes have been made to switch the position titles of lecturers and instructors. Lecturers are now instructors, and instructors are now lecturers.

Assistant Dean’s Update

Dr. Lyons noted that the Space Committee has approved changes to AL 2215, a classroom in Alexander Hall. As such, new furniture for this room has been ordered.

In terms of faculty office changes, Dr. Lyons stated that it’s still a bit early in the year to be considering this, but a list of those faculty members up for office changes will soon be compiled. Dr. Earls asked that chairs remind their faculty to complete a technology work order through the Service Catalog when changing offices.

Dr. Lyons provided an update regarding the new data center located in AL 322, formerly known as the sewing room.

College Financial and Administrative Updates

Ms. Dandeneau shared that some faculty members appear to be confused about printing policies, specifically concerning the ordering of ink cartridges for individual printers. While there is not a policy forbidding the ordering of ink cartridges, it is simply discouraged at this point.

Dr. Washington asked if carpeting renovations will continue this summer. Ms. Dandeneau did not have an answer at this time but said that she will look into the matter further.

Committee List

Dr. Whaley shared with the Cabinet a copy of the COEHS and University Committees List. He asked that Cabinet members review this document and get back to him with any changes/updates by May 1.

2018 University Governance Elections

Dr. Whaley shared the University's call for faculty nominations. He emphasized that nominations should be sent to msu.facultysenate@murraystate.edu by April 19.

COEHS Assessment Update

Dr. Hansen noted that she is working with Drs. Lyons and Walker to complete an EPP report that is due soon.

EPSB and KACTE Updates

Dr. Walker shared EPSB-related updates affecting Murray State and other state universities. KTIP is looking for ideas for new teachers and how we can support them. Updates were recently made to the KEPRS system. KACTE's Summer 2018 Leadership Conference and Annual Meeting is scheduled for June 25-26, at Berea College in Berea, KY.

Departmental Updates

- **ACS:** Dr. Washington announced that Ms. Aimee Herzog-Gruber has completed her doctorate degree and is now Dr. Herzog-Gruber. Program coordinators have been busy making changes in relation to the core redesign. ACS Brown Bag meetings have been taking place, and attendance is open to all college faculty and staff. Drs. Kristina Buttrey and Stephanie Hendrith have revamped the Kappa Delta Pi student organization that once existed but had faded away.
- **CDI:** Dr. Lyons shared that Dr. Sharon Hart will be retiring after the current semester. A tenure-track position is now being advertised.
- **CLHS:** Dr. Lucko mentioned that the NLS program is in the preliminary stage of arranging a 2+2 program with the Murray State Paducah campus. CLHS faculty

members are following up with incoming students who have been admitted but have not yet signed up for summer orientation. The racquetball court in Carr Health was recently closed and converted into a general activity space.

- **ECE:** Dr. Hansen announced that Dr. Tina Grant arranged a Murray State campus tour for 71 fifth-graders from Harrelson Elementary School. Drs. Stephanie Hendrith and Lynn Patterson co-hosted a STEM Day event at Murray Middle School. Dr. Susan Edington was honored with the Murray State University Distinguished Professor Award.
- **KATE:** Dr. Earls shared that Mr. Eric Rich will be updating the PaperCut system over the weekend. Moving forward, there will be an extra cost associated with printing and purchasing new printing devices because additional seats must be purchased through the PaperCut system. A Google training session will take place in Alexander Hall during the summer. Dr. Earls will send out a flyer with more information, including how to register. A KYGoDigital event will be occurring in Alexander Hall on May 31.
- **TES:** Dr. Walker noted that it appears we will have approximately 60 student teachers in the fall of 2018 and 179 student teachers in the spring of 2019. We have 8 students scheduled to present their senior portfolios in the Crow's Nest of the Curris Center from noon to 2 PM on April 16, during Scholars Week. SED 300 field trips will take place April 17 and 19.
- **TQI:** Ms. Cothran shared a handout containing various TQI-related updates. There will be 83 different sessions held during the 2018 College and Career Readiness Summit. A total of 664 individuals are currently registered for the June 12 session, and 756 people are registered for the June 13 session. A tentative program will be sent to registered participants on April 13.

Future Meetings

May 9

Other Important Dates

April 11: Pet Therapy

April 19: Faculty Recognition Banquet

April 27: Coffee with the Dean

May 1: Sparks Lecture

May 4: End-of-Year Celebration

May 8: National Teacher Appreciation Day

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 12:30 PM.

Minutes respectfully submitted by: Ms. Paige Rogers