

College of Education and Human Services
Administrative Cabinet Meeting
May 9, 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)

Dean's Office and Event Update

Ms. Hanberry Shelton shared that the 2018 Sparks Lecture was very successful with over 130 RSVPs and several follow-up compliments from attendees. The COEHS Honors Luncheon will take place on May 11. This event is a modified version of our regular Graduating Student Teachers Celebration and now includes our college-wide senior award recipients (in place of the University Honors Day, which no longer exists). A meeting of the Superintendents Advisory Council is scheduled for May 14, and will be held in the Commonwealth Room of the Curris Center.

Ms. Rogers shared copies of the University's newest Blue and Gold magazine. She also thanked Cabinet members for assisting with the college's plans for National Teacher Appreciation Day on May 8. The 13 cakes we ordered were delivered to Calloway and Murray schools by our faculty and staff, who made sure to take photos of the deliveries. Those images have been shared via our college social media pages.

Promotional Items

Ms. Rogers asked that departments consider ordering their own promotional items to have on hand. She will be happy to coordinate with departmental administrative assistants to brainstorm promotional ideas and to share the contact information of sales reps.

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 May 8.

- **Carry-forward Funds:** The University has created savings accounts for the colleges. Anticipated carry-forward funds may now be placed into a savings account, which will be managed by the Provost Office and will likely not be returned at year's end. The other option is to hold on to these funds until the end of the fiscal year and have the excess classified as carryforwards. Carryforwards have not been returned in the past few years..
- **Graduate Student Marketing:** Dr. Adrienne King would like graduate program coordinators to ensure that they are following up with potential applicants.
- **Bachelor of General Studies:** A Bachelor of General Studies program may be created and housed within the Provost Office for traditional students. The Bachelor of Integrated

Studies program would remain with the Office of Regional Academic Outreach as an option for non-traditional students.

- **Vehicle Rentals:** The University's Motor Pool will soon be phased out in favor of using Enterprise for vehicle rentals. It has been proposed at the University level that when this change takes effect, round trips of 200+ miles will require the use of an Enterprise vehicle. Round trips under 200 miles, may be made either in Enterprise vehicles or in personal vehicles (with University travel reimbursement). President Davies indicated that the paperwork would be streamlined.

Summer Enrollment Minimums and Cancelling Courses

Dr. Whaley shared an email that was sent to the University deans from Dan Lavit regarding enrollment minimums for summer courses and the process for cancelling courses if need be. The packet provided by Dr. Whaley also included a memo entitled "2018 Summer School Procedures" from the office of Regional Academic Outreach.

Travel Funds for FY 2019

Dr. Whaley proposed the following amount of travel funds for members of the COEHS. These recommendations may be modified on an individual basis if the dean and respective department chair are supportive.

- Tenure-track Faculty: \$1,250
- Tenured Faculty: \$850
- Instructors/Lecturers: To be negotiated individually
- Graduate Students: To be negotiated individually

The following are proposed parameters for travel. (Travel based on grant monies are not included here.)

- The individual must present scholarship or must have a leadership role with a conference/association committee assignment.
- The individual must show how attendance will benefit the individual, department, college, etc.
- The conference must be held within the contiguous United States or in approximate areas in Canada.

Dr. Lyons recommended we add wording concerning travel needed to maintain licensure. Dr. Whaley stated that if such wording is not officially added to the policy, these instances may be discussed on an individual basis.

The Cabinet discussed who, if anyone, would be attending the Kentucky Excellence in Educator Preparation (KEEP) Statewide Summit in Louisville on May 20.

Assistant Dean's Update

Dr. Lyons discussed the policies and procedures for a new prior learning assessment and proficiency review process. This concept is somewhat like our alternative certification, but participants do not need to have a job in the process. Instead, they can receive course credit

for past experience. Transparency will be the key for this initiative, ensuring that necessary processes are fully identified. Students will submit their information, apply for the course credit, and pay a \$250 evaluation fee for each course request. Ms. Dandeneau recommended using the College and Career Readiness Summit as an ideal venue for beginning to promote this initiative.

Dr. Lyons discussed the topic of graduate recruitment and advising over the summer break. He also touched on advising during summer orientations and the realities of faculty availability outside of their contractual obligations.

Dr. Lyons spoke about the importance of getting together as a group over the summer to discuss college-wide and CAEP matters. As a result, he asked Cabinet members to email him their availabilities throughout the summer break.

Annual Review Process

Dr. Whaley reflected on his experiences during the recent annual review process. He noted that some faculty members switched to a different faculty handbook other than the one they recently selected to follow. The individuals did not formally announce this change. Dr. Whaley suggested not making an ordeal over the matter at this time. Instead, he will keep an eye on the issue during next year's review process to ensure that these individuals are sticking with the guidelines of their handbook selection from this year.

Dr. Whaley would like to modify the faculty handbook guidelines to be written in terms of academic years, rather than calendar years. This will not be an immediate change, as we do not want it to affect our current faculty members. Dr. Whaley recommended touching base on this again during one of the Cabinet's summer 2018 meetings to determine the best transitional approach.

Ms. Dandeneau noted that with the current process, tenure and promotion binders are stored in her office and checked out as needed. This causes some frustration when binders are checked out and are needed by someone else. To remedy the issue, Ms. Dandeneau recommended going to an online system where these binders exist as shared folders on Google Drive. Dr. Whaley suggested that we explore this idea further.

College Financial, Administrative, and Building Updates

Ms. Dandeneau shared that we spent \$34,000 on travel this year, a decrease from last year's \$41,000 in travel expenses. It is essential to get PA forms to Ms. Dandeneau prior to work being started. Dr. Whaley indicated that there will be no travel forms or requests for extra compensation approved that are submitted/received after the travel or the work has been started.

Facilities Management wants our carpet renovation project to be completed soon so that they may close out the work order. Ms. Dandeneau will give affected faculty the option to have their offices recarpeted over the summer (likely, during late June or early July) or over the winter break (in December).

University and College Committees List

Dr. Whaley thanked Cabinet members for updating this document and ask that those who have not yet done so please make their updates by the end of this week or next.

Course and Program Fees

Dr. Whaley shared a packet of information concerning the approval of 2018-19 course and program fees. In looking at the spreadsheet, Dr. Lyons noted that our college's new fees are not represented in this information. Dr. Whaley asked that any Cabinet members who see issues within the present information contact him with those errors.

Development Update

Ms. Brooks provided an update on upcoming alumni-related events. She also thanked Cabinet members who have had a hand in the process of awarding scholarships for the 2018-19 academic year.

COEHS Assessment Update

Dr. Hansen shared that she is currently working to complete University reports. An EPP annual report was recently submitted through the CAEP online portal.

EPSB and KACTE Updates

Dr. Walker provided a packet of information concerning KTIP certification and Rank II guidelines. She also dispersed a packet regarding instructions for certification in Kentucky.

Departmental Updates

- **ACS:** Dr. Washington mentioned that Dr. Janine Duncan will be leaving the COEHS after this semester and has accepted a position at Kansas State University. The department is now looking to fill positions in family and consumer sciences education, in secondary education, and at the Madisonville regional campus.
- **CDI:** Dr. Lyons reminded the Cabinet that Dr. Sharon Hart is retiring. Ms. Stephanie Schaaf will be completing her doctorate degree in August and will be stepping into the clinical coordinator position. Ms. Alison Brown is beginning to pursue a doctorate degree as well.
- **CLHS:** Dr. Lucko noted that a total of 20 incoming/transfer students pursuing criminal justice have attended or will attend the first three summer orientations. The Carr Health pool is temporarily closed due to a chemical leak, and the pool may remain closed permanently. Several renovations will occur in Carr Health over the summer. The Commonwealth Honors Academy will not take place in Carr Health this summer. Dr. Roger Weis is finishing his transitional retirement this semester. The nonprofit leadership studies program is discussing 2+2 options with the Hopkinsville, Madisonville,

and Paducah regional campuses.

- **ECE:** Dr. Hansen shared that five ECE students have submitted applications for a PDS pilot model to take place beginning fall 2018.
- **ELC:** Dr. Bloomdahl noted that Drs. Ben Littlepage and Samir Patel are currently in South Korea promoting ELC programs and working to build an education abroad opportunity.
- **KATE:** Dr. Earls provided a handout containing various updates from KATE, including new technology rollouts, changes in LiveText support, work order counts, and upcoming professional development sessions.
- **TES:** Dr. Walker mentioned that anyone who substitute teaches by the end of the fall semester in December 2018 will be grandfathered into the current version of the Kentucky Teachers' Retirement System (before the upcoming changes take effect). Individuals must have a total of 64 college credit hours to substitute teach.
- **TQI:** Ms. Cothran announced that 693 individuals are currently registered for day one (June 12) of the College and Career Readiness Summit, and 851 individuals are registered for day two (June 13) of the Summit. If Cabinet members have something they want to be placed in the participants' folders, please get those to Ms. Cothran ASAP.

Future Meetings

TBD

Other Important Dates

May 9: Pet Therapy

May 11: COEHS Honors Luncheon, CDI Senior Recognition Ceremony, CDI Graduate Hooding Ceremony, ELC Graduate Hooding Ceremony

May 12: University Commencement

May 14: Superintendents Advisory Council Meeting

June 12-13: College and Career Readiness Summit

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