

**College of Education and Human Services
Administrative Cabinet Meeting
July 18, 2018 · 8:30 AM**

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

Members Absent: Melanie Brooks

Guest: Tressa Ross

Dean's Office and Event Update

Ms. Hanberry Shelton shared copies of the 2018-19 COEHS events schedule with the group. If anyone sees conflicts or has changes to recommend, they should contact Ms. Hanberry Shelton by the end of the day on July 20.

Ms. Hanberry Shelton reminded the group that expenses related to job candidate interviews should be paid at the department level (with the respective purchasing card) and billed to the Dean's Office via a budget transaction record (BTR) or an inter-account bill (IAB). She also recommended that each department/unit procure a departmental purchasing card and at least one gas card for departmental travel through Enterprise. An administrative assistants retreat is scheduled for July 26, to discuss this and other matters.

A question was raised regarding who will take care of travel expenses for faculty teaching at the regional campuses. Dr. Whaley will present this concern to Dr. Mark Arant and has asked Cabinet members to send him (Dr. Whaley) any other related questions they may have.

Ms. Rogers shared a sampling of new promotional items with the group. She and Ms. Dandeneau also dispersed the new COEHS apparel items that were ordered for the Cabinet.

Ms. Dandeneau noted that carpet renovations are currently occurring in Alexander Hall, and a vinyl wall mural will soon be installed in the auditorium.

Fall Opening Conclave

Dr. Whaley provided an overview of a few topics that will be discussed during the college conclave, scheduled for August 10. He welcomed Cabinet members to share any other suggested topics with him.

Budget and Administrative Update (including Travel and Program Coordinator Stipends)

Ms. Dandeneau dispersed a spreadsheet containing a list of savings and expenses from the Dean's Office.

The Dean's Office plans to support faculty travel at the following levels:

- Tenure-track Faculty: \$1,500
- Tenured Faculty: \$750
- Instructors/Lecturers: To be negotiated individually
- Graduate Students: To be negotiated individually

Ms. Dandeneau also shared a spreadsheet regarding yearly stipends for program coordinators. To make the most of these funds, it was suggested that these monies be provided to the respective faculty members as additional, non-taxable travel funds, rather than as taxable program stipends. The department chairs agreed with this suggestion. Furthermore, changes were made to the program coordinators' cost allocations during the meeting. It was decided that the department chairs would communicate these adjustments to their respective faculty members.

Enrollment Management Update

Ms. Ross dispersed copies of her Fall 2019 Recruitment Plan and provided a brief overview of her continual recruitment efforts. Last academic year, Dr. Daniel Hepworth and Dr. Katy Hancock began sending personally-signed letters to recently-admitted students within the criminal justice program. As a result, this specific program saw a double in attendance at summer orientation. Dr. Miguel Gomez has now asked to be involved with a similar outreach effort for recently-admitted students in middle school education. Ms. Ross approached Ms. Rogers with this idea, who designed a recruitment postcard that includes an area for a handwritten message, either from Ms. Ross or a program coordinator.

At the suggestion of the ELC department, Ms. Ross previously approached Mr. Matt Jones with the idea of holding a graduate career fair. Mr. Jones liked the idea and is currently working with Dr. Robert Pervine in the initial planning stages. This event will be geared toward upcoming/recent graduates looking to enter a graduate-level program.

Assistant Dean's Update

Dr. Lyons shared a handout concerning pathways to teacher certification, which include the traditional undergraduate program, the Option 6 alternative route to teacher certification, and the proficiency evaluation.

Dr. Lyons clarified the difference between the proficiency evaluation, which is used to receive certification, and the prior learning evaluation, which is used to acquire course credit.

EPSB Update

Dr. Walker provided the Cabinet with copies of Kentucky's most current Standards for Certified Teachers (16 KAR 1:010).

Advanced teacher education programs must be in line with CAEP standards by the fall of 2020.

Departmental Updates

- **ACS:** Dr. Washington mentioned that the department made an offer to a family and consumer sciences education candidate, who accepted that offer. In the search for a Madisonville coordinator, the department has submitted a request for hiring approval.
- **CDI:** Dr. Lyons noted that Dr. Kelly Kleinhans has left the University. CDI now has two vacant position lines.
- **CLHS:** Dr. Lucko reminded the Cabinet that a conference of the National Rural Social Work Caucus is beginning in Alexander Hall today, July 18, and will run through Friday, July 20. An FLW Lure Workshop will occur at the Carr Health pool on July 19. More than 120 high schoolers will be in attendance at this event.
- **ECE:** Dr. Hansen announced that the department is working with the Teacher Quality Institute to launch a Professional Development School program in elementary education.
- **ELC:** Dr. Bloomdahl noted that the department is moving ahead with a candidate search for the education administration and teacher leader position.
- **KATE:** Dr. Earls provided the Cabinet with a handout containing several KATE-related updates, including technology rollouts, upcoming professional development sessions, COEHS technology summer camps, and other college-specific updates.
- **TES:** Dr. Walker announced that they will have 58 student teachers for the fall 2018 semester. The department has completed 220 CA-1s since the spring 2018 semester ended. The Kentucky Center for Education and Workforce Statistics (KCEWS) is now known as the Kentucky Center for Statistics (KYStats).
- **TQI:** Ms. Cothran shared a handout of TQI updates, including a follow-up from the College and Career Readiness Summit, an update from the Professional Development School, new professional development opportunities at regional schools, and more.

Future Meetings

August 1

August 29

September 26

October 31

November 28

January 23

February 27

March 27

April 24

May 22

Other Important Dates

August 8 - New Faculty Orientation (University-level Event)

August 10 - University Fall Faculty Summit and COEHS Fall Conclave

August 14 - First Day of Classes for Fall 2018 Semester and Back-to-School Welcome

August 15 - Back-to-School Welcome

August 30 - COEHS Student Picnic

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