

**College of Education and Human Services
Administrative Cabinet Meeting
August 29, 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 noted that she is currently working on schedules for the spring 2019 semester. The annual COEHS Student Picnic will be occurring on August 30, from 11 a.m. to 1 p.m. in the Alexander Hall atrium.

Ms. Rogers added that the first Pet Therapy session of the academic year will take place in the Alexander Hall auditorium from noon to 1 p.m. on September 4. Nonprofit Connections will occur in the Curris Center ballroom from 10 a.m. to 2 p.m. on September 6. The annual COEHS Scholarship and Service Recognition Banquet will be held in the Murray Room of the CFSB Center from 6 to 8 p.m. on September 20. The school psychology program will hold an open house event in the Alexander Hall auditorium from 3 to 4 p.m. on October 1. This year's Homecoming Breakfast will take place, as always, at the Murray Middle School cafeteria from 8 to 9:30 a.m. on October 27.

Ms. Dandeneau noted that there will be some changes in the program for the Scholarship and Service Recognition Banquet this year. Those modifications will be discussed closer to the event date.

Council of Deans Meeting Update

Dr. Whaley shared his agenda, packet of information, and notes from the Council of Deans meeting held on August 28.

Dr. Bob Jackson, the University's interim president, will be placing an emphasis on the Roads Scholars initiative and Racer Proud Fridays, during which time the campus community is encouraged to wear blue and gold attire.

Enrollment Changes

Dr. Lyons recently analyzed fall 2018 enrollment documents provided by Ms. Tracy Roberts. There appears to have been an increase in graduate enrollment, particularly in the programs of education administration, library media, and school psychology. Conversely, elementary education, learning and behavior disorders, middle school education, social work, and some other undergraduate programs saw decreases in enrollment. Over the past year, the criminal justice program grew by approximately 33%. This is most likely a result of the faculty's efforts in reaching out to prospective and incoming students.

Grievance Committee

Dr. Whaley dispersed copies of the outline for our college's Appeal and Grievance Committee for the 2018-19 academic year. According to the University's Faculty Handbook, committee membership stipulates that "one faculty member shall be elected from each department within the college...". As such, this committee will now be decreased from twelve members to five members.

Modification to College Constitution

Dr. Whaley shared copies of pages 12 and 13 from the COEHS College Constitution. Appendix I of this document concerns workplace expectations. Appendix II, a proposed addition to this document, would specify workload expectations. The Cabinet reviewed this additional appendix, and Dr. Hansen moved to approve the document as presented. Dr. Lucko seconded the motion, all individuals present were in favor, and the motion passed. Dr. Whaley will work with Ms. Rogers and Ms. Ginny Kelley to post the updated constitution on the COEHS Intranet.

University Transportation Discussion

Dr. Washington asked about transportation requirements for faculty observing students (specifically, whether they should take Enterprise vehicles or their own vehicles). Ms. Dandeneau confirmed that these faculty members may choose either vehicle option; however, if the round trip exceeds 250 miles and is done in a personal vehicle, the faculty members will only be reimbursed for mileage at \$0.21 per mile, rather than the typical \$0.41 per mile.

The topic of University transportation policies continued. Ms. Hanberry Shelton dispersed handouts from a related Q&A session held during an administrative assistants meeting on August 17.

Faculty Incentive Grants

Dr. Whaley announced that he would like to offer faculty incentive grants specifically addressing the needs of building enrollment and retaining students within the college.

Budget and Administration

Ms. Dandeneau shared an update regarding extra comps. She also asked if students and faculty are enjoying the updated classroom in 1004 Alexander Hall. Dr. Earls said that CDI faculty seem to like the modifications. Dr. Lyons added that the setup might be further improved in future classrooms by obtaining tables without wheels. Both the tables and chairs in AL 1004 have wheels, which make for a lot of rolling.

Assistant Dean Update

Dr. Lyons announced that there are various upcoming Faculty Focus sessions with topics such as admission to and exit from teacher education, advising, recruitment and retention, and CAEP. Light snacks will be provided.

The Curriculum Committee will send out the curriculum schedule to college faculty. There will be a three-cycle schedule for the fall 2018 semester and a one-cycle schedule for the spring 2019 semester.

Drs. Lyons and Walker met on August 28 regarding proficiency evaluations. These proficiency evaluations will provide opportunities for certain individuals to make their way into the teaching profession based on previous experience. Furthermore, prior learning assessments will soon be instated, allowing candidates to receive course credit for prior education at the cost of a \$250 assessment fee.

Service Animals vs. Comfort Animals

Dr. Lucko noted that CLHS has encountered two issues regarding service animals in the Carr Health building. He shared his experience with this matter, and discussion among Cabinet members ensued.

EPSB Update

Dr. Walker shared various updates from the EPSB meeting held in Frankfort on August 20.

Online Evaluations

Dr. Lucko mentioned an email he received from Mr. Riza Marjadi on August 28, stating that all faculty evaluations will now be completed online, rather than via the paper method.

Departmental Updates

- **ACS:** Dr. Washington noted that Ms. Misty Campbell has returned to the ACS department on a part-time basis. Mr. Chris Bloomdahl will also remain with the department on a part-time basis. Dr. Kemaly Parr has been attending conferences to promote the CTE program (specifically, the master's degree in CTE).
- **CDI:** Dr. Lyons announced that Ms. Kelly Vaughan will begin with CDI as a clinical supervisor on September 10.
- **CLHS:** Dr. Lucko shared that CLHS will be helping to host a presentation on human trafficking in the Curris Center ballroom from 1:30 to 3:30 p.m. on September 5. He also reminded Cabinet members that on September 6, the nonprofit leadership studies program will be hosting its Nonprofit Connections event, which is held each semester. This semester's event will take place from 10 a.m. to 2 p.m. in the Curris Center ballroom.
- **ECE:** Dr. Hansen announced that Drs. Cindy Clemson and Stephanie Hendrith were awarded KEEP grants. Dr. Christina Grant also received a \$2,000 literacy grant.
- **ELC:** Dr. Bloomdahl shared that Drs. Landon and Teresa Clark have begun another cohort of the Cultural Leadership Academy. Another cohort of the Ed.D. in P-20 and

Community Leadership program is beginning as well.

- **KATE:** Dr. Earls noted that the annual STLP event will be held at the CFSB Center this year. KATE has access to the jumbotron screens for this event, so Cabinet members may contact her regarding advertising on those screens during the event. Ms. Patti DePriest will return to work on a part-time basis next week.
- **TES:** Dr. Walker mentioned that TES has recently held three orientations. She shared updates regarding other upcoming orientations, student teaching assignments, the TES website, and other matters.
- **TQI:** Ms. Cothran noted that TQI has hired Ms. Amy Waggoner and Ms. Donna Wear as PD and clinical specialists. She shared their upcoming initiatives for reaching soon-to-be high-school graduates. Ms. Cothran also dispersed handouts regarding the PDS program and other TQI updates.
- **Development:** Ms. Brooks shared that an education scholarship was recently established in memory of the late Dr. Linda K. English.

Future Meetings

September 26

October 31

November 28

January 23

February 27

March 27

April 24

May 22

Other Important Dates

August 30 - COEHS Student Picnic

September 4 - Pet Therapy

September 5 - Human Trafficking Presentation

September 6 - Nonprofit Connections

September 20 - Scholarship Banquet

October 1 - School Psychology Open House

October 27 - Homecoming Breakfast

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