

COEPD Cabinet

February 3, 2016, Seville Building, Teays Valley

Present: Tina Allen, Gabi Dahalia, Janet Dozier, Teresa Eagle, Lisa Heaton, Paula Lucas, Joyce Meikamp, Edna Meisel, Barbara O'Byrne, Missy Reed, Bob Rubenstein, Becky Sloan, Brean Stewart, Sandra Stroebel, George Watson and Louis Watts.

1. Annual Faculty reports

- Digital measures – due to Dean by end of this month.
- Send list for access to the Dean.
- PDs do not have to sign the reports, but notify the Dean when ready they are ready for her signature.

2. Annual Program Reviews – 5 year BOG schedule

- Noted CAEP visit in October 2018 is fast approaching, facing changes.

Academic Year 2016-2017

Undergraduate

1. BA in Elementary Education
2. BA in Secondary Education
3. BA in Early Childhood Education

Graduate

1. MS in Adult and Technical Education
2. MA in Counseling
3. EdS in School Psychology
4. MA in Elementary Education

5. MA in Early Childhood Education

6. MA in Secondary Education

7. Educational Specialist (EdS)

Academic Year 2017-2018

Graduate

1. Educational Doctorate (EdD)
2. MA in Leadership Studies
3. MA in Special Education
4. Master of Arts in Teaching (MAT)
5. Master in Reading (Literacy) Education

3. Academic Deans Meeting

- Deans Meeting on Feb. 2nd, President Gilbert asked what kind of feedback received from chairs/PDs – happy to brag on COEPD PDs.
- Adjunct savings on high side, since we did add some courses.
- Includes salaries from Cunningham and DO staff position that have been cancelled.
- Notes from Dean's Meeting 2/2 w/ President Gilbert
 - Transparent communication with faculty
 - Willing to come to colleges to talk to faculty
 - Need to clarify/communicate rationale for changes being made
 - Protect tenure-track faculty
 - Reduce term/temp/adjunct faculty
 1. Use temp only for emergencies
 2. COEPD current term: (4) Jackson, Lockwood, Davis, McFarland-Whisman
 3. Run search two weeks

- If small class numbers, need to look at why, manage programs to raise numbers in classes
- Degrees, majors, areas of emphasis – combine where appropriate
- Stop elective “creep” ... eliminate surplus courses
- If compelling reason to keep low enrollment programs, okay but see how to increase numbers
- Goals – increase enrollment, high pay for faculty, stronger university, balanced budget, growth model
 1. 15K enrollment within 3-4 years
- Increase amount of communication with chairs – will attend next council of chairs meeting
 1. Dean encouraged PDs to attend
 2. 3:30 pm in DL

4. Savings submitted – FY17 Reductions and Projected Savings

Source of Reduction	Projected Savings	
Travel Reductions	\$10,000	Asked to cut an addition 10k if possible – encourage more peer-reviewed publications, only those presenting ... maybe limit to one trip per FY?
Cancelled Positions	\$62,805	SOS
Tow RAT	\$3600-4200	
Continued attention to reduction of use of adjuncts	\$70,000	FY 16 Total spent 146,625 (this included drastic cuts Spring 2016, fall \$95k, spring \$51k) Projected FY 17 spend approx. 140,000 spread over Fall/Spring
	\$146,405	

- Bob Rubenstein shared that his faculty (COUN) wanted to know who was responsible for making the decisions.
 - Decision-making is at the Deans level for each college in response to direction from President Gilbert and Mr. White. Deans have been charged to examine how we can better meet financial needs, and provide reductions to spring & FY17.
 - Be cautious about formulas or strong concepts that pin us down. As long as flexibility exists, then we can better justify as issues arise.
 - PDs to manage programs – look at full academic year, and graduate classes may become party of 4/4 faculty loads.

5. Summer School

- Past years COEPD used \$350-400K plus revenues
- Breakeven model has been used in H but not as much in SC
- Administration did not realize that SC has supplemented with E-course & 3rd party funds
- May be stuck with \$200K, which would be a significant cut

- PDs will need to make decisions and provide program management
- Historically we have provided 2 courses in the summer for 8.5% salary each, total 17%
- \$345/3 hour course
- May not have funds
- PDs make summer schedule
- Discussed adjusting mean, and not using 8.5%, so that there would be a total for Full Professors, Associate Professors, and Assistant Professors
- Changes are still not settled, will need to adjust along the way and be flexible
- Dean will meet with university budget office to discuss our specific needed
- PDs – keep tri-semester.

6. Jenkins Hall

- Email from Brandi Jacobs-Jones indicated too much money and time (18 months) to completely renovate. Therefore, phased renovations over three years.
 - Roof/outside
 - HVAC
 - Plumbing
 - Handicap accessibility
 - General improvement
- Begin work summer 2016.
- Will have timeline soon.
- Want to make basement available.
- Noted date of CAEP visit.

7. Summer enrichment program

- Need to increase participation
- Any ideas for collaboration see Sandra

8. Hooding Ceremony

- Faculty seating will be different. Stage is just 2 steps high. Faculty will be seated on the floor, next to the stage, facing the audience.
- Looking into parking tickets that we can mail out for the event in the garage

9. Upcoming Events

- Next Meeting: Mar. 2, Seville, 9:30am
- Council of Chairs
- Diversity Breakfast – Mon. Feb. 29, 7:30-8:15am
- MU Day at the Legislature – Mon. Feb. 29
- CSLC – Monday, April 18, JH 233, 11am
- EPPAC – Thursday, April 21, Shawkey, 5:30pm
- Hooding Ceremony – Tuesday, May 3, Don Morris Room, faculty report 6:30, program begins 7pm
- UG Recognition Ceremony – Friday, May 6, Don Morris Room, 6pm

- Retirement Receptions:
 - Bob Angel – Friday, April 22, Foundation Hall, 2pm
 - Joyce Meikamp – Wednesday, April 27, SC, 2pm
 - Linda Spatig – Friday, May 6, TBD, 3pm
 - Linda Winter – TBD