

COEPD Cabinet Meeting

July 19, 2013

Present: Sandy Bailey, Jake Bolen, Beth Campbell, Mike Cunningham, Janet Dozier, Teresa Eagle, Lisa Heaton, Sissy Isaacs, Eric Lassiter, Paula Lucas, Stan Maynard, Joyce Meikamp, Kandice Napier, Barbara O'Byrne, Bob Rubenstein, Becky Sloan, Sandra Stroebel, Brean Stewart, George Watson and Gabi Williamson.

Announcements & Updates – Dean Teresa Eagle shared updates regarding orientation, positions, Assessment Director offer, and stated that there are many changes ahead.

- Sandy Bailey shared that Lisa Hedrick is leaving the State Department.
- Discussion of the roles and responsibilities of the Associate Deans is pending.

Mission Statement – Mike Cunningham

- Distributed handout.

Adaptive	Caring	Challenging	Collaborative
Enabling	Encouraging	Current	Communicative
Visionary	Inspiring	Innovative	Connected
Service	Motivating	Research	Diverse
Leading	Connective	Knowledgeable	Open
	Supportive	Strategic	
	Trustworthy	Quality	
	Honest	Exemplary	
	Stewards		

- Discussion:
 - Combine (purple) collaborative/communicative/connected.
 - Consider overlap
 - Diverse collaboration
 - How do we define diverse
 - Aspiration
 - Meaning of enabling, maybe empowering instead
 - Adaptive equivalent to Visionary
 - Visionary responsive, crucial
 - Visionary leaders add to red group – has multiple applications
 - Too philosophical
 - Need tangible components
 - Actionable statement
 - Core values equivalent to philosophy
 - MAP – GPS
 - Use words that describe what we can be rather than describe us
 - Collapse encouraging/inspiring/motivating (green)
 - Encouraging equivalent to supportive
 - How does steward fit?
 - Be cautious about eliminating words
 - Combine research and knowledgeable (blue)
 - Could blue list be faculty commitments
 - Knowledgeable is a given
 - Trustworthy vs. Honest

- Strategic research – what value?
- Implementation – puts into place what we see is important
- Exemplary quality
- Supporting vigorous inquiry
- Produce knowledge/research
- Disseminate knowledge/research
- Research must be broad

Roles and Responsibilities – questions for discussion – Facilitate by Sissy Isaacs and Sandra Stroebel

Program Directors – George Watson

- What are the similarities?
 - Governance:
 - Student appeals
 - Faculty meetings
 - Faculty Affairs:
 - Faculty issues
 - Search committees
 - Office:
 - Office Management
 - Staff Search Committees
 - Encourage faculty professional development
 - Collaborate
- What are the differences?
 - Governance:
 - Scheduling
 - Reporting (MU & COEPD)
 - Coordinator assistance
 - Faculty Affairs:
 - Annual Reports
 - P & T
 - Search committees
 - Student:
 - Student Recruitment
 - Strategic planning
 - Budget & Resources:
 - Budget
 - External funds
 - Recognition committee
 - SC – No supervision of faculty or administrative authority
 - Counseling – Bob Rubenstein
 - ELED/SED/ECE – Bizhu Wubesh
 - Leadership Studies & ATE – Mike Cunningham
 - Library – Celine
 - Literacy – Barbara O’Byrne
 - Math – Edna
 - School Psych – Sandra Stroebel
 - SPED – Joyce Meikamp
 - Coordinators:

- ESL – Beth Campbell
 - MAT – Sandy Bailey
 - Huntington – supervision of faculty, can get sticky
 - C&I – Paula Lucas
 - ECE – Janet Dozier
 - EDF&T – George Watson
 - SPED – Missy Reed
 - Coordinators:
 - Jim Sottile
 - What should be consistent? What differences are acceptable? Why?
 - How should compensation be determined?

Staff – Becky Sloan and Brean Stewart

- How are the responsibilities different from one campus to another? Why are they different? What differences should be maintained?
 - Continue autonomy felt on SC campus.
 - Ease all staff in regards to eliminating or re-locating staff due to the freeze.
 - Travel in SC often comes in day before.
- What changes would be valuable?
 - Consensus was “why is change needed?”
- What special resources exist?
 - LRC
 - IT Consultant Sr.
 - SC does not have SMART boards
 - Centers – ASA, ATC, CDA, Harless, HELP, etc.
- How can staff work together (Across campuses? Across programs?)
 - Staff luncheon once/semester, possibly Monday of Thanksgiving week.
 - All felt valuable to meet face-to-face for purpose of unity.
- How should we approach hooding ceremonies?
 - Only need one hooding ceremony in Teays Valley area.
 - LRC available for in-house printing of programs, etc.
- What can we do to promote a better working atmosphere across the unit?
 - Important to include both department secretaries, etc. to bridge the morale.
- What role should staff members play in the decision making process of the unit?
 - Continue representatives on the cabinet, and distribute minutes.

Big topics to still to come:

- Cabinet and Faculty meetings
 - How often? When scheduled? Where?
- Committees
 - What committees do we need to maintain?
 - For each committee:
 - What is its purpose? What activities/discussions are directed to this committee?
 - What is the make-up of this committee? How are members determined?
- Structure of the COEPD
 - How many programs? What should they be? Program Directors? Will all programs “look” the same? Will there be separate groups to deal with undergraduate/graduate level programs?

- Who will be responsible for data collection? Assessment reports?

Next meeting: August 7th at 9:30-11:30AM, Seville Building

- Any changes we need to make in schedule? Approach?