

COEPD Cabinet
August 5, 2015
Seville Building, Teays Valley
9:30-11:30am

Present: Lisa Heaton, Barbara O’Byrne, Sissy Isaacs, Bob Rubenstein, Louis Watts(ATE Cunningham), Paula Lucas, Janet Dozier, Teresa Eagle, Albert Simon, Missy Reed, George Watson, Gabi Dahalia, Lori Howard(SpEd Meikamp), Sandra Stroebel, Becky Sloan, Tina Allen, Edna Meisel, Brean Stewart

Dean: Welcome

- It has been two years now as COEPD
- Communications outlet to the rest of the faculty.
- Faculty are welcome to come, will try to get out earlier.
- Many changes for this Fall.

I. Changes

a. Budget Issues in General

- i. Letter from President
- ii. Constant reassurance that we will have what we need
 - 1. Ex: Money to purchase LiveText
 - 2. Good Number to Brean- Mark Robinson’s request
 - 3. The bookstore will return/take back
- iii. SS- Who decides budget decisions? We want to be on best practices.
 - 1. Ex: Two iPads per student... looking for grants... current iPad Air 2.
 - 2. *In future, adjust fees to support iPad.
 - a. Albert has gift cards for Apps.
 - b. Jody Perry- used iPads – Albert is to ask.
- iv. Dean- Necessary and Supportive of Mission (one time purchase, what can live with, and what is ideal)
 - 1. Mark Robinson marketing decision- Mike McGuffy
 - 2. Collecting fees- dependent
- v. Budget- Funds rollover, consolidate and close orgs.
 - 1. Reviewed and consolidated
 - 2. Initial appearance- feared swept but had not
 - 3. Work within new processes- range of amounts left
 - 4. Program money is there if needed but may be in dean’s account- make sure we receive funds
 - 5. Budget is looking good but there are changes that need to be aware of and plan for.

b. Computer Replacements

- i. Replacements are through IT
- ii. Computer Request-
 - 1. New Faculty computer request form—choice (5)
 - 2. Other Faculty- five year rotating basis, be aware so we know what we need... will take care of our people
 - 3. There is no more E-money, due to changes
 - a. E-courses → in-loads/overloads
 - b. Students paid fees not tuition (which affected the GAs)
 - c. In-load- money went to e-course funding, still have the summer e-funding coming for the last time
 - d. Regular faculty- there is no difference, part of the overload
 - i. Overload- old funding method was paid two times, once at beginning and end of semester
 - ii. Stick with us paying the adjuncts
 - e. We Will not be getting e-course funds back
- c. Adjuncts
 - i. University colleges have money for what we need
 - 1. Used to be line items but not now, had to submit amount to AA
 - a. No questions, Watching Carefully
 - ii. Be accurate but add cushion
 - 1. Supervisors included in part-time faculty budget
 - 2. Level 3- \$360 per student; Level 1- \$180 per student
 - 3. Fees- might be able to be lowered
 - 4. Need to balance and discuss consistency of what we pay adjuncts
 - 5. Classroom teachers' payment- money or gift... need to look at
 - 6. Ex: Adjunct Day
- d. Tuition- online students (<http://www.marshall.edu/tuition/distance-learning-tuition-fees/>)
 - ***See Handout***
 - i. Fall- change regular vs. online student (state defines as never comes to campus)
 - ii. Form- Request for campus change in distance/regular student enrollment status designation
 - 1. *Dean to send link to form
 - 2. *WOW to WAM newsletter, Pat Dickson
 - iii. Tuition and Fees
 - 1. Fee for college, see handouts
 - 2. Full-time tuition, but there are fees for additional on-line credit hours
 - 3. Need to pay close attention to capstone (ATE)

4. LH- Can we look up a student in BERT to identify if they are designated correctly?
 - a. Dean will check.
 - b. EX: MAT students
- II. Search Update
 - a. Per President White- could not come to a decision
 - b. Currently 11 applicants
 - c. Bring to campus in late August/ early September (4)
 - d. President in place January 1, 2016
 - e. Many potential changes
 - i. Ex: AA personnel
 - III. Academic Portfolio Review (Enrollments)
 - a. Result- President/Provost supporting 3 major goals for Fall
 - i. Eliminating classes with less than 10 students enrolled
 - ii. Reduction of adjuncts- use more full-time faculty
 - iii. Reduction of RAT
 - b. Better use of resources
 - c. Do more with less
 - d. Economically Efficient
 - i. SCH Production- see handout
 - ii. Number SCHs/Faculty, (will need justifications), will affect freeze positions
 - IV. Program Director Evaluations
 - V. Marketing- Gabi and Albert **see handout**
 - a. DRAFT- graphically appealing—pictures and less text
 - b. Teacher lounges and mailer for counties
 - c. Booklet- Grad fairs at LRC
 - d. Check info for accuracy, thoughts on the look?
 - e. Add bullets vs. paragraphs
 - f. Plus poster
 - g. Email Gabi- Next Friday 8/14/15
 - h. Printing
 - i. Print 125, after Program Directors' feedback
 - ii. Closed in South Charleston and Consolidate in Huntington
 - iii. Use LRC
 1. Just got a new copier
 2. Serves students
 - iv. No charge to college programs
 - v. LRC is self-supporting
 - VI. Reminders
 - a. Important website accuracy, especially when program information is updated

- i. Watson, Blanco, Cassie McGee
 - b. Revalidation Plan- graduate courses
 - i. Make sure the options listed are numbered
 - ii. Currently, university plan is federally
 - c. Professional Development Travel-
 - i. Includes personal time
 - ii. Still offering, no one is turned down
 - iii. Personal time is listed on form
 - iv. Pay attention to the details
 - d. Syllabi- available first day of classes and upload to BERT
- VII. Assessment (Status of SPAs, CAEP, & preparation plans) (Edna)

****need handouts****

 - a. September
 - i. (Science- August)
 - b. CAEP conference in September
 - c. Position for Database Manager
 - i. Search offer soon
 - d. CAEP schedule
 - i. 3 years—October 2018, visit
 - e. Due dates of SPAs
 - f. Faculty/CAEP meetings are regularly
 - g. AACE
 - i. Welcomes issues and suggestions
 - h. New Faculty/Positions
 - i. B. Kinghorn- CIF
 - ii. Kim McFall- SC Elementary/Secondary Lib. Science
 - iii. ECE- January 2016
 - iv. SPED Temporary- E. Potts
 - v. Elbert Davis- Temporary, Elementary/Secondary Education
 - vi. Erika Elkins- Fall Temporary
 - vii. CIF Term- Jackson
 - viii. Chuck Bethel- LS
 - ix. Jessi Hanna- ATE
 - x. Elementary/Secondary Education is posted
 - xi. Minority Faculty Fellow
 - i. Points of Pride
 - j. Kentucky- it is expensive for placements/reciprocity
 - i. SARA- online
- VIII. Meeting dates
 - a. Upcoming events
 - b. Establish beginning of year faculty meetings- Brean and Becky

- i. Huntington- 10:30am August 20
- ii. South Charleston- 10:30am September 3
- iii. Joint Faculty Meeting scheduled for Wednesday October 14 at Noon in the Shawkey Dining Room

IX. Flow Chart

- a. See Albert
- b. Similar to what will go in the handbook
 - i. Handbook will be published soon

X. Professional Development Evaluations

- a. Personnel files
- b. Appointments with Dean, individually
 - i. Complete evaluation and bring to meeting

XI. Upcoming Events:

- a. Next Meeting- September 2, 930am, Seville
- b. PD Meeting- SC- August 19, 10am
- c. PD Meeting- JH- September 11, 11am
- d. Final Orientation sessions- August 6&7
- e. Summer I- last day, August 6; ETD deadline- August 13, grades due at noon August 10
- f. Summer III- Last day, August 13; ETD deadline- August 13; grades due at noon August 17
- g. Week of Welcome- August 16-22; COEPD Session August 21, 2:30pm, Foundation Hall
- h. TESC- Friday, August 21, 9:00am- Noon
- i. Classes begin- August 24
- j. Items to GPC for review- August 14
- k. Graduate Programs Committee- August 24, 1:00pm, GC303/JH219
- l. State Supt. to meet with President, et al.- August 28
- m. Graduate Council- August 28, Huntington
- n. TPA Fall Meeting- August 31, Days Hotel, Sutton
- o. CAEP Con- September 16-19, Washington, DC
- p. Doc Seminar- October 17