

COEPD Cabinet Meeting

Wednesday, August 7, 2013

Seville Bldg., Teays Valley

Present: Teresa Eagle, Becky Sloan, Stan Maynard, Missy Reed, Mindy Allenger, Eric Lassiter, Mike Cunningham, Janet Dozier, Jenny Nash, Albert Simon, Kristi Booton, Lisa Heaton, Paula Lucas, Sandra Stroebel, Barbara Obyrne, Darlene Daneker, Bob Rubenstein, Tammy Aliff, Kandice Napier, Betty Lewis, George Watson and Sissy Isaacs

Announcements:

- Assessment Director – Robert Mitchell declined the position. Yesterday, the position was offered to Brice Seibert who is still interested. Mr. Seibert is waiting to review a benefits package and the actual contract and will let us know his decision 24 hours after doing his review. Hopefully, the process will be completed within the next two weeks.
- Graduate Records – There is 1 internal candidate and arrangements have been made for that interview.
- Third Party Contracts – The committee has requested permission to interview four candidates. Hopefully, those interviews will take place the first week of September 2013.
- Wellness Faculty (Health/PE) – There is an interview today. The committee feels very hopeful about this candidate and a decision should be made shortly.
- Reading (SC Campus) – Position is still open.
- Special Education (Huntington Campus) – Academic Affairs has given preliminary permission to fill the position with a one year temporary faculty.
- Edna Thomas (SC Campus) has retired.
- Administrative Assistant, Student Services - This position will be temporarily filled with part-time Extra Help for six to eight weeks while a search is being conducted.
- MAT Co-ordinator (SC) – There was not a successful candidate, so the college is requesting permission to repost the opening.
- Special Education (SC Campus) – Failed search.

COEPD Mission and future work

The work of forming a mission statement for the college was not completed at a previous cabinet meeting, and will be revisited at a later date. Mike Cunningham would like for a wider audience to be involved in this process and is currently working on a format to encourage this.

Reminder of e-vote

There will be an e-vote in early September for COEPD representation on university level committees.

Plans for meetings

- The regular fall faculty meeting will be held at the Huntington campus. SC colleagues are invited to attend. This meeting will be used to update the faculty and to reintroduce the dean to faculty who may not have been on campus this summer.
- There will no longer be regularly scheduled joint faculty and staff meetings. Each body will continue to meet individually.
- Program Directors' Meetings
 - ◆ Important to continue to meet regularly

- 1 time per month in person at Seville Building, Teays Valley
- 1 time per month via polycom
- ◆ Reaction –none
- ◆ When?
 - Face to face meeting will be held the first Wednesday of each month from 9:30 am – 11:30 am. Lunch will be provided.
 - The polycom meeting will be held every third Wednesday of each month from 9:30 – 11:30
- Staff Meetings
 - ◆ Staff will meet once per week.
 - ◆ Model currently working well on both campuses.
 - ◆ Sometimes meeting may be joint with both campuses via polycom depending on the dean’s schedule.
- Associate Deans
 - ◆ Currently both associate deans are meeting with the dean once per week.
 - ◆ Sometimes the meetings are face-to-face; sometimes the meetings are via telephon.
 - ◆ Assessment Director will be asked to join these meetings as well.
- Faculty Meetings
 - ◆ Huntington campus currently meets once per month.
 - ◆ SC campus generally meets once during Fall semester and once during Spring semester.
 - ◆ Dr. Eagle would like to meet with each program as the Fall semester begins. She asked that an invitation be sent to her as these meetings are scheduled.
 - ◆ Dr. Eagle has been working to meet with center directors and has visited their facilities during the summer.

Associate Deans’ roles and responsibilities (Handout)

Cabinet was asked to review the draft of COEPD Associate Dean roles and responsibilities for discussion at the next meeting.

Standing Committee Discussion (Handout)

Meeting attendees were divided into four groups to discuss the following committees: Syllabus Review Committee, Recognition Committee, Personnel Committee, Diversity and Social Justice Committee, Planning and Review Committee and the Teacher Education Standards Committee. Participants were asked to consider each committee’s need, purpose/issues, representation and products. Groups broke for discussion for approximately thirty minutes then reconvened to share their thoughts, ideas, and/or concerns.

Planning and Review Committee

Need:	Could combine with Personnel Committee
Purpose/Issues:	Needs to be investigated Outreach broader Needs clarified Separate review policy
Representation:	Both campuses
Products:	Handbook

Personnel Committee

Need:	Seems to overlap with Promotion and Tenure (SC campus)
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Purpose/Issues: Could be a subcommittee of Planning and Review Committee
Review policy.
Should not handle Promotion and Tenure issues or pieces.

Representation: Both campuses

Products: Handbook

Recognition Committee

Need: Could be imbedded with another group

Purpose/Issues: Serves an important purpose.
Needs to be amplified.
Reframe for student and faculty recognition.
Less self-promotion/More collaboration

Representation: Both campuses

Products: Publication
Certificates
Bulletin Boards

Teacher Education Standards Committee

Need: Yes

Purpose/Issues: Deal with student appeals at the undergraduate level
Meets twice per year
CAEP standards
Clinical Approach

Representation: Deals only with undergraduate students

Products: Action plans for students

Syllabus Committee

Need: University assessment
Ad hoc committee under assessment

Purpose/Issues: University committee serves the same purpose
Split tasks between undergraduate and graduate levels
Address standards covered
Checklist
Consistency in course content at the program level?

Representation:

Products: Master syllabi
Plan for future

After discussion, the Personnel Committee and the Planning and Review Committee seem to be the greatest concern. The faculty handbook needs to stay up to date, policy seems to cross into the purpose of both and sometimes overlaps with the Promotion and Tenure Committee.

Dr. Eagle asked for volunteers to chair and form committees to further investigate the roles of the Planning and Review Committee, Personnel Committee, and Diversity and Social Justice Committee. Dr. Lucas volunteered to chair the ad hoc committee examining the Planning and Review Committee and the Personnel Committee. Dr. Janet Dozier volunteered to chair the ad hoc committee examining the Diversity and Social Justice Committee.

Ad Hoc Committee Examining Personnel Committee and the Planning and Review Committee

Paula Lucas
Mindy Allenger
Lisa Heaton
Joyce Meikamp
Sandra Bailey
George Watson

Ad Hoc Committee Examining Diversity and Social Justice Committee

Janet Dozier
Eric Lassiter
Isaac Larison
Darlene Daneker
Barbara Obyrne
Kathy Seelinger

Ad hoc committees were charged to gather as much information as they can about the committee and its work in the past, discuss what the committee should look like as the college moves forward and to bring a proposal to the first meeting in September for consideration. Ad hoc committees were encouraged to use the format of the Huntington campus Faculty Handbook as a format.

Next meeting will be Wednesday, September 4, 2013.

Meeting Adjourned.