

## COEPD Cabinet Meeting

9/2/2015

**Attending:** Dr. Tina Allen Dr. Teresa Eagle Dr. Lisa Heaton  
Dr. Lori Howard Dr. Sissy Isaacs Dr. Paula Lucas Dr.  
Edna Meisel Dr. Barbra O'Byrne Dr. Missy Reed Dr. Bob  
Rubenstein Becky Sloan Dr. Sandra Stroebel Dr.  
George Watson Dr. Louis Watts

**Announcements:** Brean's baby boy was born Sunday!!!

**PAYROLL issue:** pay was wrong for some people; the state is looking to fix it. Need to  
stay on top of your pay stubs and payroll. Sign up for eNODS!!! Bi-weekly pay  
was to start in October, looking more like January 2016.

**COMPUTER REFRESH:** Brand new faculty in tenure track are the first for receiving a new machine. The process has been a bit chaotic, but the issues are getting ironed out, it will get to a place where the process is streamlined within each body.

There is a quarterly review for computers; it's an on-going process. New faculty gets a new computer as a perk of their hire.

The first run through has only been faculty upgrades. They will "re-deploy" newer computers to staff. Working to upgrade everyone over time. 1200 computers each year, over five years, all computers will be replaced is the goal.

**PHONES:** Updating the system. May be wireless or headset capable. Not sure overall how it will all be, but more to be revealed, stay tuned.

**MU POLICY:** Every faculty/staff need to have a phone. The college is also looking at how the terminals are being utilized.

**Polycom:** Skype for business. Looking at room with a camera for use with larger groups, for now though note your Skype and start to utilize it as you can. Security with Skype is good.

**Rapid Response Teams:** Working to get away from desk top printers. At the time these minutes were taken, there was a moratorium on purchasing printer ink with the state Pcard. Group printing is what they are going for within agencies. No word on scanners and no word on purchasing ink to date, you can

however purchase ink with your own money. Will need to get in touch with IT people in order to make group printing possible. This will take time and there were many questions in terms of how to make it work, how to keep FERPA possible. There are many unanswered questions.

It may be possible to use third party contract monies, revenue funds are also a possibility.

Faculty Senate, bring this up as an issue. Edna Meisel is on the schedule.

Summer 2014- group to look at savings within the University. Rapid Response Teams Fall of 2014, looking at savings, one part they targeted, was printer ink. Faculty Senate will be the place to take the issue, as there was no comment period.

**TRAVEL:** Cannot book through Orbitz, etc....book through directly to hotel!!

**ITQ GRANTS:** Sending out a general information email. 18<sup>th</sup> of September, conference call. Lisa Heaton will check to see if room 226 is available.

**eCourses/Programs/Students:**

All of these changed in one moment.

Needing to work on/with students to determine who is an eStudent, need to determine the appropriate coding.

Out of state students are the ones most affected by these changes.

Still working it all through, work in progress.

**PROGRAMS:** Looking at how to make programs on line completely, this is something that many of the current programs are looking at for feasibility and viability.

Website Issues: Changes were lost as Word Press Issues persisted, they are working to restore the changes and have the website updated.

HLC Locations: Approved building code for online= building where faculty works.

HEPC: approved to add locations, just need to talk with Mary Beth.

**Syllabi:** MU HEPC accreditation visit is October 12-13, 2015. Faculty need to UPLOAD your syllabi; this includes all adjuncts also!! Upload Practicum, if you cannot do this, please see Becky or Teresa, they can get it uploaded for you!!

**Program Reports:** All have been added.

**WVUIT:** Moving from Montgomery to Beckley. Tech eliminated their education program years ago. MU may want to market more to the Southern part of the state. WVU has no Leadership Studies program.

No doctoral programs currently in Education. General C & I and/or Teacher Leadership. More collaboration on this with WVUIT may be necessary. Looking at online intensively and making adjustments as per legislation.

**Scheduling for Spring 2016:** Keeping class numbers up! Loads are healthy. Reduce the number of adjuncts. Scheduling will take place September 15<sup>th</sup> through October 5, 2015 for Spring.

**Adjunct Faculty Seminar:** Veteran's Day, use the day so they can be available. Any thoughts on timing? Some students do teach on this day in public schools, but if you have concerns or thoughts please share them with Sandra Stroebe.

**Adjunct Hiring:** Ask up front for X number of dollars, so that we have enough in that pot to pay. It will take time to get the money requested, but the money will be dispersed.

**Catalogs:** Updates and Accuracy. Check the catalog and try to stay updated and accurate.

**Marketing Book** will be going out very soon, there are some last minute edits and aesthetics.

Also remember to think about easy emails to send out, marketing your programs.

Minutes respectfully submitted by Gabriella Dahalia