

COEPD Cabinet Meeting

November 4, 2015 – Teays Valley

Present: Teresa Eagle, Lisa Heaton, Sissy Isaacs, 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. Enrollment Trends, see handout
 - August 24th handout
 - Education Courses are declining
 - Early Childhood M.A. has increased
 - Certificate Information would be good
 - Dean will try to request accurate data
 - Business has decreased
 - BOG stated we have an enrollment issue
 - 1,872 students- it is probably a national trend
 - i. Not an enrollment issue
 - BOG does not note national trend
 - Next Step: Note where we are
 - i. Changes in Masters
 - ii. Historical (prior to COEPD merge) programs listed under two major codes
 1. One assigned to COEHS
 2. One assigned to GSEPD
 - BOG members have told the Dean they are concerned about enrollment
2. From 10/20/15 Deans Meeting
 - Budget
 - i. 4% permanent reduction/cut
 - ii. Less for FY ‘17
 - iii. Have 2.5 million this year
 - iv. Will have cuts but most of it will come from a central cut
 - v. Raises are still in place but are skeptical
 1. If get the raises, they will be effective January 2016
 2. Budget Work Group left raise in their proposal
 3. BOG meeting left raise out of their proposal
 - Biweekly Payroll
 - i. This is no longer
 - ii. Pass information on to each department
 - Advising issue from HLC meetings – knowledgeable
 - i. Expect to be accredited but still need to work on:
 1. Advising per student is mostly a problem at the undergraduate level
 - a. Not knowledgeable about the programs
 - Student complaints issue from HLC meetings – putting together process, tracking, etc.
 - i. Does not fit the appeals process

- ii. Put together written process
 1. Tracking housed in Dean's Office
 2. Opportunity for anonymity
 3. What and who gets recorded for the complaints?
 - Course syllabi issue from HLC meetings – must use policy template, include outcomes
 - i. Must use the policy template
 - ii. Must include outcomes
- 3. Scheduling for Spring
 - Advanced scheduling starts November 9
 - All scheduling begins November 23
 - Make sure to be in communication with Becky and Brean about adjunct pay
 - Overload Process- Let the Dean know in advance, for AA approval
 - Position is still open and not filled- changing rapidly
- 4. P&T
 - reactions from emails
 - i. T&A had good points
 1. Getting students to do evaluations
 2. Rigorous classes have low evaluation rates
 3. School sent on November 3
 - a. Piece voted separately, not in document
 - informal Q&A sessions
 - i. attendance is on a volunteer basis
 - ii. Five applicants
 1. All Promo
 - iii. Committee met this week
 - iv. Pre-tenure Review, One is coming up
 - v. Procedure Information regarding voting
 1. Clear in the future
 2. Percent to pass vote, etc.
 3. Method of voting
 4. Concern regarding survey monkey
- 5. Accreditation – SPA reports, see handout
 - March 15, 2016, File in Spring
 - Write Report
 - Key assessment
 - Look at overall process
 - Meet Individually
 - Elementary Education- CAEP not AACE, current relog with condition
 - i. To whom? When? Add?
 - Gifted Necessary?
 - i. Yes if students?
 - ii. Fall 2016 last semester, field experience
 - iii. Ask directly to CAEP
 - iv. Does not affect licensure

- MI- Missy and Deans met in Hurricane
 - i. CAEP and state, different but closely related
 - ii. UPCC Spring meeting November 20, deadline
 - iii. Fall 2016 Goal is implementation
 - iv. Spring 2016 ERB send state department
 - 1. Finish courses, encourage transition to new program
 - 2. Individual decision
 - v. Work with old data (past three years)
 - vi. Conversation with Robert and Linda- WV Department of Education
 - 1. PE and Health, Wellness
 - 2. Transition plan, time
 - Special Education- Org- Two PDs for Grad/Undergraduate per group meeting: Joyce and Missy
 - i. Example Paula and Lisa
6. Handbook – ready to publish
- Page Numbers
 - Course load- ½ Review
 - **Albert bind copies for faculty and staff before Thanksgiving Break
7. Upcoming events:
- **EPPAC Tentative Agenda, Missy in Special Edu.
 - **Undergraduate Graduation Ceremony Flyer
 - i. Speaker
 - ii. Regalia, Agenda for PD Meeting
 - Next Meeting: December 2, Seville, 9:30am
 - i. Holiday Luncheon
 - Part-Time Faculty Seminar: November 11, 9 am
 - i. breakfast at 8:30 am (38 to attend- 15 faculty)
 - CSLC meeting: Friday, November 13, 9 am
 - PD Meeting- JH- Friday, November 13, 11am
 - PD Meeting- SC- Wednesday, November 18, 10am
 - Thanksgiving Break- November 23-28
 - Graduate Program Reports due in Dean’s Office: December 1
 - EPPAC: Tuesday, December 1, 5:30pm
 - i. All Welcome
 - Last class day, last day to withdraw: December 4
 - Hooding: Tuesday, December 8, Emmanuel Baptist, 7pm
 - i. Faculty by 6:30pm, Committee met, all positive
 - Fall ETDs due: December 10
 - UG Recognition Ceremony: Friday, December 11, MSC BE5, 6pm
 - i. Regalia? → PD Agenda
 - Commencement: Saturday, December 12, Big Sandy Arena, 11am
 - i. 1 ceremony, Paula and Sissy are Marshals
 - Grades due: December 14, noon
 - i. Get date to Adjuncts!

