

COEPD Cabinet Meeting Minutes

December 7, 2017 – Seville Building, Teays Valley

Present: Tina Allen, Chuck Bethel, Gabi Dahalia, Teresa Eagle, Lori Ellison, Lisa Heaton, Sissy Isaacs, Debbie Lockwood, Bobbi Nicholson, Barbara O’Byrne, Becky Sloan, Brean Stewart, Sandra Stroebel, George Watson, and Louis Watts.

1. Budget update – Teresa

- Attended BOG meeting earlier 12/7/16. Confirmed 2% mid-year cut effective immediately, which means an overall 4% cut for fiscal year 2017.
- Expect 5% cut for FY18.
- Operating budgets have been cut to the max.
- Personnel budgets will be affected. Looking to cut/freeze positions.
- COEPD current faculty searches (4) should not be affected if already approved.
- BOG announcement today that doctoral programs are expensive, therefore, may not have new doctoral programs approved.
- FYI – per the BOG meeting, the UCC is open to programs and resources are available, however the Graduate Council has not agreed to provide resources.
- Noted that this is the most concern expressed, consistently by administration regarding the budget strains.

2. Commencement – room for two more faculty – Teresa

- COEPD must have 10 faculty participate in commencement not including ushers, marshals, hooders, etc. Altogether half of our faculty are attending. There are two spots needed, please pass on to new faculty, if they would want to serve in this role for service.

3. CAEP Update – Teresa

- Rubric information – videos to be available before Dec. 16th. PowerPoint has been emailed. Thanked all for good turnout at the Rubric Workshop.
- Creating a CAEP link under the faculty resources tap on our COEPD website
- Point of pressure and urgency expressed from AACC.
- Important for program directors to serve as conduit to other faculty regarding important information.
- Meetings once per month. Calendar with topics, dates & times coming soon.
 - i. Planning for 2nd Friday of each month in the morning.
 - ii. List of topics to be solidified at the next AACC meeting on 12/14.
 1. Potential topics include 1. Reliability & validity, 2. Selective improvement plan, 3. Diversity (cross-cutting theme), & 4. Technology (cross-cutting theme).
 - iii. Dr. Watson shared that CAEP must become our priority over routine meetings already scheduled, etc.
 - iv. Align rubrics with CAEP standards. Data aligned with CAEP standards will be needed next semester. Assessors trained to reject immediately if doesn’t meet CAEP requirements.

- v. Bring rubrics to the workshop on 12/14 at 10am. MUGC 134 and JH 235.
 - vi. CVs currently collected. Dean's Office GA formatting. Will post on our website.
 - vii. CAEP using AIMS as exhibit room, unlike last accreditation visit with NCATE. Exhibit room is a great resource for us, so we are keeping that idea and posting info to our website.
 - viii. 23 SPAs due March 15, 2017!
 - 1. May need to resubmit more than that. Edna sent schedule to submit half of the UG SPAs, and is working with content liaisons.
 - ix. Kim McFall sent the Diversity survey on behalf of the DSJ committee. Please complete!
 - x. Lisa Heaton working with Ron regarding technology theme.
 - xi. Tina Allen named Clinical Coordinator for the advance programs.
4. Request for assistance with writing objectives – Teresa
- Another college dean and associate dean have made this request.
 - Funding is available to provide workshops to their faculty in January. Also an opportunity for university service/collaboration with other colleges. Potential opportunity for doctoral students as well.
5. Needed: Readers for Dissertation/Theses –Teresa
- Proof readers needed. Students to submit by 12/15, and due back to them first of the year. There is a \$250 payment associated. Tina Allen is interested.
6. Future monthly cabinet meetings – Teresa
- Unanimous decision to cancel the cabinet meeting during spring 2017. Will only meet if necessary. The CAEP meetings will take precedence, and will occur monthly on Fridays, specifics TBD.
 - i. Becky to cancel our room reservation.
 - ii. Monthly PD meetings on each campus should become a stronger point of communication.
7. Other
- SC PD meeting cancelled on 12/21. Next SC PD meeting 1/18/17.
 - Given the later semester, please get grades in on time, and please pass the word to adjuncts in your department. Due Monday, 12/19 by noon.
 - Hooding ceremony – this will be the last year at Emmanuel Baptist due to rental insurance on their end. Be thinking about another venue.
 - JH renovations were approved by the BOG.
 - UG Special Ed multi-cat program approved by the BOG for the elementary.
 - Noted that FLSA is on hold. However, exempt/salary staff may not teach classes and get paid.
8. Upcoming Events:
- First day of classes for spring – Monday, January 9, 2017
 - Program Director meetings:
 - i. SC Wednesday, Dec. 21 – cancelled
 - ii. SC Wednesday, January 18, 2017
 - iii. H Friday, Dec. 16
 - iv. H Friday, January 20, 2017

- Rubric workshop – Wednesday, December 14, 10-noon, JH 235 and GC 134
- Hooding Ceremony – Thursday, December 15, be there by 6:30 pm, Emmanuel Baptist Church
- Recognition Ceremony – Friday, December 16, be there by 5:45 pm, BE5
- Winter Commencement – Saturday, December 17, Big Sandy, report by 10:30 am
- Staff Luncheon – Monday, December 19 in SC
- MU Closed – Friday, Dec. 23 – Monday, Jan. 2