

Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619
10:00 AM – 12:10 PM, October 14, 2013

Members Present: Dr. Richard L. Hayes, Dean; Dr. Wanda Maulding, Associate Dean; Dr. Andrea Kent, Associate Dean; Dr. Harold Dodge, Chair, Leadership and Teacher Education; Dr. John Kovaleski, Chair, Health, Physical Education, and Leisure Studies; Dr. James Van Haneghan, Director, Assessment and Evaluation and Acting Chair, Professional Studies; Dr. Peggy Delmas, Director, Student Advising; Dr. Andre Green, Director of Grants and Contracts; Dr. Christopher Keshock, President of the College Faculty Council

Members Absent: Dr. Brenda Litchfield, Acting Chair, Professional Studies Dept.

Dean Hayes called the meeting to order at 10:00 a.m.

1. Information Update:
 - a. Faculty Searches: The positions for Reading Specialist in LTE and Therapeutic Recreation in HPELS have been approved and advertised. Due to federal regulations, faculty should keep all correspondence regarding job announcement and applications. Dr. David Gray has submitted his official letter of notification of his retirement in August 2014. There is no active search in the Ed. Media program. Interviewing will begin next week for the Director of Field Services position.
 - b. Staff Searches: Several applications for the Administrative Assistant to the Dean have been received and the review process will begin soon.
 - c. World Class Education: Dr. Kent, with the assistance of an ILC graduate assistant, created a COE promotional video which can be found on the COE homepage.
 - d. Graduate Enrollment 2008-2013: Drs. Hayes and Maulding will be meeting with the program coordinators and dept. chairs to discuss plans to increase enrollments in the COE graduate programs.
 - e. Advisor Report Fall 2013: Heavy enrollment and advising responsibilities are figured into the faculty's annual evaluation or their assigned time as described in the faculty handbook: "All faculty members are expected to participate in teaching, research and service activities relevant to the mission of the university, their college or school, their department and their own interests and particular areas of expertise. The typical distribution of time and effort for these activities consists of 60% teaching, 30% research and 10% service activities. (However, other distributions are possible, and even likely." For details go to : <http://www.southalabama.edu/academicaffairs/facultyhandbook.pdf> 4.3.1).

2. TracDat Reporting: Almost complete. Submission deadline is Oct. 18, 2013.
3. Merit Raises: Dean Hayes clarified the formula that was used in calculating the recent faculty merit raises by which the past five years as documented in the annual evaluations serve as the basis for awarding raises.
4. Jason Kelly - Director of Student Athletic Academic Services: Mr. Kelly introduced himself and his staff and gave a brief overview of their services available for student athletes.
5. Service-Learning: Reviewed the academic service-learning report which included tables with a break down by college and a university wide total.
6. Eduventures: This is a consulting group hired by the university that will be on campus Oct. 23- 25, 2013. They will be in the COE for 1 hr. on Oct. 25th to meet with dept. chairs, program coordinators, and assigned faculty.
7. Budget: Reviewed the university budget information which shows a large deficit. Possible solutions: increase enrollment, secure additional grants, and/or employ fewer faculty. Departments will be looking at projected program enrollments and making adjustments in staffing and course scheduling as necessary.
8. Summer School Teaching Assignments: University policy requires that each department has a policy for selecting faculty for summer sessions by which the dean, along with the respective department chair, will make the determination about summer school assignments. In order to ensure consistency across departments and to codify the process to better inform faculty of existing practice, a written statement of the College's process for making summer school teaching assignments that is consistent with University policy, was presented for review and adopted.
9. Joshua Cogswell-Director of University Development: Mr. Cogswell introduced himself and spoke briefly of the goals of his office. One goal over the next 5 years is the \$25m match challenge of the Mitchell-Moulton Scholarship for undergraduates. Also within the university, he is trying to create a culture of philanthropy, by individuals giving back, and individuals encouraging others to give back within and outside the university.
10. Degree Works – Ms. Kathy Beck gave a basic overview of Degree Works, which is the university's web-based degree audit tool that facilitates real-time monitoring of students' academic process toward degree completion. It is planned that faculty will have access to this program through PAWS beginning November 2013, and students will have access beginning January 2014.
11. COE Committees: Dept. chairs will review the 2012-2013 COE committees and will make the necessary recommendations for assignments for the 2013-2014 COE committees.

12. Recruitment Board: Discussed creating a Recruitment Board, which would replace COE Recruitment/Retention committee. The Recruitment Board would consist of faculty from each dept., one of whom would take the responsibility of recruiting as a commitment for the College. Because of the amount of time involved, which would include meetings both on and off campus, this person would have reassigned time from teaching a course. Names of possible board members are to be given to Dean Hayes as soon as possible.

OTHER

13. Dr. Delmas: Promoted the flyer with campus events for Oct. in conjunction with the USA Common Read/Common World Half the Sky program. She announced there were 60 people in attendance on Sat. for USA Day, normally there are about 40.
14. Dr. Maulding: Recognized Katie, the receptionist, for making the 2 breast cancer awareness wreaths for the lobby. Also, we only have 1 receptionist and we are looking to hire a 2nd student as a receptionist.
15. Homecoming: Oct. 14-19 is homecoming week with campus events on Friday afternoon and the game is on Sat. at 2:00 pm.
16. Dr. Green: Recently he was at a meeting and was approached by someone that informed him that Teach for America had received a \$60m grant to expand to Alabama with the Dept. of Education and he was asked his opinion of how the COE would work with them. Dean Hayes shared that the proposed innovative program for a master's program leading to a B certificate could replicate TfA as Teach for Alabama.

Meeting adjourned at 12:10 pm