

**Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619**

9:00 a.m. – 11:30 a.m., September 17, 2007

Members Present: Dr. Richard L. Hayes, Dean; Dr. Thomas L. Chilton, Associate Dean; Dr. Phillip Feldman, Associate Dean; Dr. Frederick Scaffidi, Chair, Health, Physical Education, and Leisure Studies; Dr. David Gray, Chair, Leadership and Teacher Education; Dr. Charles Guest, Chair, Professional Studies; Dr. James Van Haneghan, Director, Assessment and Evaluation; Dr. Abigail Baxter, Director, Graduate Studies and Research; Dr. Andrea Kent, Director, Field Services; and Dr. Peggy Delmas, Director, Advising Center. Dr. Burke Johnson, COE Faculty Senate representative joined the meeting late.

Dean Hayes called the meeting to order at 9:05 a.m.

1. Information Update

Salaries have been approved by Dr. Covey and letters will be forwarded to Academic Affairs today for review and signature.

Faculty Searches

Dean Hayes distributed a list of College of Education current faculty searches, tentatively approved by Dr. Covey. Questions were raised about the best way to make the status of files and information on candidates available to Search Chairs. It was noted that the content of candidate files should remain centrally located with the Search Secretary for consistency and documentation of incoming candidate materials. It was suggested that, at a minimum, the Search Chair(s) receive a copy of the Vita and letter on candidates via scan as they are received. The possibility of developing a web based system, viewable by Search Chairs, to check the status of files was mentioned. Also discussed was a necessary distinction of roles for information given to candidates, i.e., when candidates call to inquire about the status of their file and when candidates call with position specific inquiries. The latter would be directed to the Search Chair(s) and the file status questions would be answered by the Faculty Search Secretary.

Dr. Chilton and Dr. Scaffadi asked to meet with Dean Hayes for further input to the HPELS positions prior to final distribution.

There was lengthy discussion about the appropriate verbiage and statement of candidate requirements for ads, i.e., college level verses university level. It was also suggested that Technology statements be added to the requirements. The topic was tabled for later discussion.

Staff Searches

Dr. Gray reported that the current Secretary IV vacancy in LTE remains posted but has been told by HR that the applicant pool at present is low and no referrals are immediately forthcoming. Dr. Kent stated that the Placement Coordinator position was posted last week.

Signage

Samples of the new room signage were shown. It is hoped that these will be in place by the end of Fall Semester 2007.

Furniture Purchases via State Contract

A September 10, 2007 memorandum from Scott Weldon on Furniture Purchases via State Contract was distributed. Purchases for materials, equipment, supplies or other personal property in excess of \$7,500 per fiscal year are governed by this policy. The memorandum further states that the current state contract represents offerings for more than 150 manufacturers through over 100 dealers statewide.

Southbound Orientation Dates

Peggy Delmas distributed and discussed the proposed dates for Southbound Orientation. She noted that, in this instance, as well as in the past, these dates are selected without regard to faculty schedules. Specifically, most of the summer dates for Adult Student Orientation fall outside of faculty members' contractual work schedule obligations. It was further discussed that applications are processed and accepted each semester in the Office of Admissions right up until and beyond the class start date. These last minute applicants are directed to the COE for advising without adequate information (i.e., transcripts, etc.) for the advisor to make appropriate course recommendations. This creates hardships for the Advising Center as well as ill will for the student's involved. Dr. Delmas stated there is a meeting planned to discuss these matters. Dean Hayes asked her to continue to represent the COE in an effort to improve these procedures and keep us informed.

Fall 2007 Enrollment

Fall 2007 enrollment figures were distributed, noting that USA hit a record high of 14,003. College of Education enrollment, did not increase, however. Graduate enrollment is down about 18%. Undergraduate credit hours were up, however, student body enrollment was slightly down. Reasons were cited for the decline in graduate enrollment, i.e., new state requirements, test score requirements, 4 x 12 requirements, the timing of course offerings (day classes verses evening). Many of the summer graduate course offerings are offered during the day, which conflict with the professional development activities teachers must attend. Dean Hayes noted that we must build the schedule for student needs and then award faculty summer contracts accordingly. Experimenting with non-traditional course schedules and modes of instruction were mentioned as options to expand summer graduate course offerings.

2. Comprehensive Exams

Dr. Baxter confirmed that comp forms must be approved and returned to the COE Graduate School by the *deadline date* indicated and published. This deadline date is not the "drop off date" to leave the form for approval with the advisor. A statement will be added to the website for clarification.

3. Hybrid Courses

Dr. Chilton provided information on Web-based instruction that outlined briefly On-Line Courses and Hybrid Courses. Dean Hayes noted that the E College contract and fees have been established, but at present, no Hybrid courses will be approved at the University level.

4. Portfolio Assessment

There was no report.

5. **Finance Meeting for Departments**

Dr. Feldman asked department chairs to email him available dates/times for Scott Weldon from the Business Office to conduct Finance Seminars for faculty. Mr Weldon will review finance procedures relative to faculty, i.e., in-state and out of state travel guidelines, allowable and non-allowable state expenditures, etc. It was noted all financial matters are handled electronically throughout the University, therefore it is necessary for specific procedures to be understood and followed.

6. **Review of Consultation Policy and Procedures**

Dean Hayes noted that in the past, approval has been granted faculty to consult across campus with no coordination between units or internal unit approval. Faculty should be reminded of the policy and cautioned that problems could possibly arise. For example, being paid from multiple grants, which may exceed University guidelines, therefore resulting in non payment. The form will be updated to reflect participation from both units, requiring approval of the Department Chair and Dean of all units

7. **Coordination of Meal Functions**

Dean Hayes met with representatives from the different COE Units to discuss the Coordination of Food Functions. He relayed the final consensus, which was that each unit would bear the responsibility internally but that no one person within that unit should be required to carry the entire load without help, especially where clean up is concerned.

8. **Introduction of New Faculty**

Dr. Dorothy Leal, Dr. Marilyn McGowan, and Dr. Patsy Turnipseed joined the meeting at 11:00 and were welcomed and introduced. Each DAC member gave a brief statement of their COE responsibilities.

With there being no further business, the meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Kathy Beck
Recorder