

Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619
10:00 AM – 12:30 PM, August 26, 2013

Members Present: Dr. Richard L. Hayes, Dean; Dr. Brenda Litchfield, Acting Chair, Professional Studies; 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; Dr. Peggy Delmas, Director, Student Advising; Dr. Wanda Maulding, Director, NCATE; Dr. Andrea Kent, Director, Field Services; Dr. Christopher Keshock, President of the College Faculty Council; and Mrs. Aimee Meyers, Development liaison.

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

1. Information update:

- a. Faculty Searches – The Dept. of Professional Studies filled 1 position in Clinical and Counseling Psychology and 3 positions in Counselor Education. Two faculty were hired for the Ed. Media position, but one resigned on August 25, 2013. The search in the Dept. of HPELS for the Therapeutic Recreation position is ongoing. With the upcoming retirement of Ms. Kinniburgh in Dec. 2013, LTE will have a new search for a Reading Specialist.
- b. Staff Search – The search for the Academic Records Specialist position in Student Services was approved and the position is posted in HR. Marian Zambrano's retirement has been approved with the effective date of Sept. 1, 2013. The position for Administrative Assistant to the Dean is now posted in HR. Gail McLean has been reassigned to this position until it is filled. Glenda Carpenter has been reassigned to the Dept of Professional Studies. A temp person has been hired for Glenda's position in LTE.
- c. Academic Advising "Window" – Due to some limitations of faculty's availability for student advising across campus, a policy has now been established to actually have advising ongoing and available for students the entire semester although advising is still required early in the semester.

2. Credit Hour Reduction – University is well on the way to reducing the undergraduate course requirements to 120 hrs. Necessary revisions have been proposed to the State Dept. and approval is anticipated sometime Fall 2013. All graduate programs, with the exception of one, are reduced to 30 hrs. The elective requirement for EDF 315 / 515 has been removed which will likely results in decreased enrollment in these courses. The reduction in program hr. requirements will be reflected in changes in banner and the bulletin.
3. AQTS–Standards and Indicators – The ALSDE has approved using the 39 indicators, but the state law through the State Dept. of Education will still require the other 131 indicators. Dean Hayes asked the state for approval of the pre-service 39. The standards are to be in place by Spring 2014, but be in the bulletin until Fall 2014.
4. QEP Update – Expectation from the SACS reviewers was for the QEP to work more

closely with the CISSTEM, which has happened. The CISSTEM was seen as a primary resource for QEP. Dept. chairs are to encourage faculty, especially new faculty, to be involved in the QEP. Observation of team based teaching seems to be positive and students appear to be doing better grade wise in their classes with this approach.

5. Teaching Overload Policy – The teaching overload policy requires faculty to be assigned to 12 hrs. of instruction as the course load to be eligible for an overload. Faculty with a 12 hr. equivalent are ineligible.
6. Academic Conduct Policy – The academic conduct policy is being revised to provide for a due process hearing for a student that didn't like the outcome on a level one.
7. IDD Certificate Program - Dr. Litchfield is proposing certificate programs in IDD and Human Performance Improvement. The certificates will be 15 hrs. She is also working on finalizing the details on an undergraduate program in ID and Performance Improvement. This undergraduate program will be fully online. The deadline for submitting documentation for the undergraduate program is Sept. 13, 2013.
8. Alumni Homecoming Reception – (Aimee Meyers) - This year's homecoming reception will be on Oct. 18, 2013, 4:00 – 5:30 at the Alumni Hall on campus. This will include a parade, pep rally, food, beverages, cash bar, etc. Tables and tents will be set up. Postcards and emails will be sent to advertise the event.
9. \$25,000,000 Mitchell-Moulton Scholarship – This scholarship will match funds and faculty members are challenged to seek contributors through family members, business, and corporations.
10. *Half the Sky*-Common Read /Common World (Dr. Delmas) –This is a voluntary program for all USA students, particularly for first-year students, and will be kicking off on Sept. 11, 2013 at the Moulton Tower. Faculty are encouraged to incorporate this book in their classes.
11. Eduventures – This is a private consulting company that works with universities to get data on targeted issues. For the College of Education the targeted issue will be increasing enrollment. Eduventures will be on campus on Sept. 27, 2013 at 8:30 am. for approximately 1 ½ hrs. to meet with the dept. chairs, program coordinators, and key faculty who wish to participate in a discussion of what type of information we want to market our programs with.
12. Alternative Class A Admissions (Dr. Kent) – The state changed the Praxis requirements on 3 of the secondary programs (health, math, and language arts). All current tests scores are good for 1 year. The new test will be administered starting Sept. 1, 2013. The Praxis is moving towards computerized testing and the use of paper tests are being phased out.
13. Summer Faculty – As the COE has a decline of enrollment, it is critical to put into print what has been our policy concerning the assignment of faculty in summer semesters. Drs. Chilton and Maulding will work together on putting this policy into print and will present at a future meeting.
14. TracDat Reporting (Dr. Maulding) – All assessment results are done and have been submitted to Academic Affairs except for two. These will be completed this week.
15. Status on Search for Associate Deans – Discussions have continued and we are now waiting to receive the final approval for the associate dean positions. The job duties for the new associate

deans will cover very broad areas, resulting in a need for director positions, such as directors for field services, and contracts and grants.

16. Enrollment Improvement Plan – Reviewed current statistics on COE enrollments and projected enrollments. Also reviewed the Enrollment Improvement Plan 2013-2014. The dept. chairs are to share with their faculty the strategy results, and ask them to focus and expand on the strategies that are highlighted in green. There are also plans to establish a marketing board for recruiting. Alla Zakharova, Computer Education Specialist, is doing a very good job developing and monitoring the COE electronic board and websites and keeping the information current on a daily basis.
17. Faculty Evaluations – Dean Hayes has submitted his recommendation to the board for salary increases for all the faculty, including a merit raise.