

Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619
10:00 AM – 12:15 PM, July 27, 2009

Members Present: Dr. Richard L. Hayes, Dean; Dr. Thomas L. Chilton, Associate Dean; Dr. Phillip Feldman, Associate Dean; Leadership and Teacher Education; Dr. Charles Guest, Chair, Professional Studies; Dr. Frederick Scaffidi, Chair, Health, Physical Education, and Leisure Studies; Dr. James Van Haneghan, Director, Assessment and Evaluation; Dr. Andrea Kent, Director, Field Services; Dr. Peggy Delmas, Director, Student Advising; Dr. Tres Stefurak, COE Faculty Council Representative; Dr. Agnes Smith, Leadership and Teacher Education. **Absent Members:** Dr. Abigail Baxter, Director, Graduate Studies and Research; Dr. Harold Dodge, Interim Chair, Leadership and Teacher Education.

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

1. Information Update

- a. **Fall Enrollment Data** – information provided.
- b. **Sponsored Activity Summary (October 1, 2008 – June 30, 2009)** – information provided.
- c. **Advisor Assignment Report Sum2009** – information provided.

2. Strategic Planning

a. College Facility Planning Discussion Guide

Dean Hayes distributed a copy of the College Facility Planning Discussion Guide and stated the College of Education will be acquiring over 22,000 square feet of space in the UCOM as the offices of Allied Health and Speech and Hearing are vacated. A proposal for the construction of the “College of Education Center For Learning and Instructional Design” was distributed.

b. Budget Projections

A copy of the College of Education Budget Plan for FY08-09 was distributed and prompted discussions on the challenge to decrease expenses and increase revenue. An anticipated nine percent state appropriations budget cut to education for FY 09-10 was also reported. A major point raised to the DAC was to encourage externally funded research, and new academic program ideas to increase enrollment to absorb the decrease in appropriations as an alternative to reducing faculty and staff.

c. Travel Authority

Dean Hayes reported a travel budget of \$75,600 for FY09-10. Dean Hayes asked department chairperson to tie awards to strategic goals of the unit and to promoting faculty development and enhancing the capacity for increased enrolment and external funding.

d. COE Assessment Committee

- i. TracDat/SACS Review
- ii. Assessment Timeline

An assessment meeting with Cecelia Martin for the COE Chairs, Directors, Deans, and Program Coordinators is currently being scheduled.

e. Recruitment

Dean Feldman distributed the “International Graduate Student Recruitment Initiative” and stated the handout lists the websites of various college institutions who have recruitment efforts underway. The handout serves as an example of ideas to increase student enrollment at the COE. Dr. Peggy Delmas announced she will be attending the Grad School Expo, October 5-9, 2009 to recruit for the COE. The Expo includes stops in Huntsville, Birmingham, Montgomery, Tuscaloosa, and Mobile. Graduate programs are welcome to give her materials to take to the Expo.

3. JagFest

An e-mail from President Moulton inviting the University Community to JagFest, August 15, 2009 was distributed. Dean Hayes asked the DAC for COE representation during this event.

4. APA Publication Manual

The COE has ordered the 6th edition of the APA Publication Manual and awaiting its arrival. The COE will adopt the usage of the manual as a guide for graduate students and faculty in their research reports.

5. Staff Performance Evaluation

The new Staff Performance Evaluation was distributed to the DAC. Dean Hayes asked to meet with all Department Chairs, Directors and Supervisors on staff evaluations prior to their discussions with the staff.

6. Staff Timesheets

All Chairs, Directors, and Supervisors responsible for signing their staff timesheets will be responsible for their timesheets getting to the COE Administration Office on time. A reminder e-mail for timesheets will be sent to all departments stating the deadline dates and times.

7. Dean’s Annual Evaluation

The Dean’s Performance Review was distributed and suggestions for improving faculty participation in college governance and decision-making were solicited.

Respectfully submitted,

Regina McCreary
Recorder