

**Minutes**  
**Dean's Administrative Council**  
**College of Education**  
**University of South Alabama**  
**UCOM 3619**  
**10:00 AM – 12:15 PM, February 14, 2011**

**Members Present:** Dr. Richard L. Hayes, Dean; Dr. Phillip Feldman, Associate Dean; Leadership and Teacher Education; Thomas L. Chilton, Associate Dean; 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. Peggy Delmas, Director, Student Advising; 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; Dr. Tres Stefurak, COE Faculty Council Representative.

Dr. Andrea Kent, Director, Field Services, was absent.

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

1. Information Update

- a. **COE Basketball Night** – Coming up February 27<sup>th</sup>, invitations will be mailed this week. Please inform Marian of anyone whom you feel should be included and try to come to the event.
  - b. **New Faculty Searches** – Dr. Scaffidi reported that Dr. Brooke Forester will be on campus to interview for a Sports Management/Exercise Science position this Wednesday, Feb 16<sup>th</sup>. Dr. Guest reported that Dr. George McMahon has resigned. Dean Hayes again invited applications for the internal search for an LTE Chair which will close on March 1<sup>st</sup>.
  - c. **Founders Day** – The date has not been set as it is still contingent on the availability of special AERA guests that Dr. Hayes is working on inviting as a guest speaker.
  - d. **Minority Enrollment** – Minority enrollments continue to decline. Economic factors are playing a large role in this decline in addition to rising academic standards.
  - e. **Alcohol at USA Events for Students** – Due to liability issues, faculty members are not to serve alcoholic beverages to students at any campus or university-sponsored event, whether or not the student is of legal age.
  - f. **ALACTE Position Statement on US News Ratings** – US News attempted to evaluate teacher education programs, but the methodology used for this process is based primarily on publicly available documents which would not lend itself to accurate assessments. Most all universities have refused to participate until or unless a better process can be developed. Dean Hayes will distribute a statement for press inquiries.
  - g. **USA Carnegie Classification** - Due to the recent success of USA's academic research program, USA now shares the same Carnegie Classification of Institutions of Higher Education as the University of Alabama and Auburn University—"RU/H: Research Universities (High Research Activity)." Carnegie classification is based on research activity and number of doctoral degrees awarded by an institution.
  - h. **Revised USA Calendar for 2011-2012** - <http://www.southalabama.edu/academiccalendar.html>  
The revised calendar for next fall still reflects a fall break of a couple of days, a long period in January before classes begin, and an August 20<sup>th</sup> start date.
2. **Candidacy Deadlines** – We have moved to two deadlines for candidacy in an effort to streamline the interviewing process: a first deadline for them to schedule the candidacy appt interview and a second deadline for them to complete the interview in an attempt to have all candidacy applications in and interviews done PRIOR to the start of registration, so students can make appropriate registration decisions. Email reminders will be sent to all who are affected.

3. **TracDat/Reaffirmation of Accreditation** – The movement is changing from being able to check all the boxes during accreditation toward wanting to see if we are doing things as a University to improve education over the next several years. A Quality Enhancement Plan (QEP) is being developed, which is an action plan to address any well defined issue related to student learning. An impact report on areas studied will be due 5 years from reaccreditation (2018). QEP focuses on undergraduate education, student retention, and quality of student life as freshmen. Dean Hayes reiterated that evidence of having acted on data will be critical in the reaccreditation process and therefore everyone should be documenting meetings with agendas and minutes. Sending everyone an email after a meeting simply stating the action items is also a good way to document your actions. Be sure to include timelines where possible and keep it in a file or electronically.
4. **Learning Management System (LMS) Transition Plan** - Dr. Dempsey reported that over the next three years the University will begin migrating all courses from Pearson eCollege to Sakai's Collaborative Learning Environment (CLE). The University is still negotiating a subcontract with SunGard and rSmart to provide technical support for the Sakai CLE. The University will form a Sakai advisory committee composed of USA faculty, staff, and students in order to help develop policies concerning the implementation process. The University anticipates having a course conversion/migration roadmap in place by mid-March and will begin faculty/staff training during the summer semester. After having seen proposed templates, Dr. Dempsey stated that management choosing the right template for each program will be the key factor with regard to the ease of migrating courses. The Sakai system also has many "non-course use" capabilities.
5. **Policy on Course Formats** – As new technologies emerge, higher education faculty members are challenged to incorporate new instructional methods into their teaching. Many courses are now taught in the traditional lecture format supported by technology, but other methods are gaining popularity. A draft of guidelines was presented that would apply to any new course or existing course in which the method of delivery has changed significantly from that approved in the original course proposal. The guidelines define these four types of courses: 1) No Web Component; 2) Web-enhanced; 3) Blended; and 4) Online. Every course should have a web component by Fall 2011. Any online course with campus-based components (i.e., exams on campus) should be so designated in the Schedule of Classes.
6. **Learning With Technology Plan** – This four-goal plan, developed by the USA Electronic Learning Committee, strives to address the use of technology in ways that engage students, foster achievement of learning outcomes and enhance the learning experience while making efficient use of resources – all of which will be assessed during the upcoming SACS accreditation review process. Each college needs to develop guidelines for online support. Department Chairs will be responsible for making faculty accountable for time spent/not-spent developing their web courses.
7. **Spring Enrollment Data** – We are currently down 60 graduate student enrollments. Almost every area is down, except instructional design, secondary education, certification in media and reading. We are doing well graduating a significant amount of the students accepted for candidacy. We are currently up 12 admitted to candidacy over last year. Admissions continue to decline as they have for the last several years.
8. **USABC Status Report** – Drs. Feldman and Kent have been visiting with Fay Sheppard (Robertsdale), Charlotte Beasley (Stapleton) and Bill Lawrence (Foley) who are eager to work with us to increase admissions at our Baldwin County campuses. Baldwin County is regarded as an extension of our campus and an area that we would not want to lose to another institution. A strategic plan has been adopted to identify and commit resources for academic programs that can be marketed and delivered over the next five years.
9. **Salary Supplements** – The total was \$1,046,217.32 campus-wide. The COE's share was \$141,435.33. Faculty should be reassured that no reduction in other support (e.g., travel, equipment) will be undertaken to offset this expense given that this supplement was authorized because of an unanticipated excess of revenues over expenses from Academic Affairs.
10. **Maymester** – Department chairs are exploring the possibility of offering courses during a 14 day window of opportunity in a "compressed" term May 16-June 3, 2011.
11. **Buy USA** – President Moulton has asked that people voluntarily begin to buy on-campus whenever possible. The bookstore, Aramark, and publications (among others) have agreed to work with us on

matching pricing and services. Complaints about on campus service may be directed to your Chair, Dean or John Smith, VP of Student Affairs.

12. **Part-time Faculty Evaluation and Exemption Form** – As we move closer to the SACS visit to USA, there is an increase in efforts to track our processes which is resulting in the appearance of more and more forms to document our progress. Two such forms have been developed regarding evaluating part-time faculty and the requirement that the department chair visits with the part time faculty in person. The expectation is that review this is done the first time they teach, or if they haven't taught for a while. An Exemption form was distributed to be used when recommending employment of those faculty who do not meet every requirement but who are deemed to be excellent candidates for the position.
13. **Grades First** – The Athletic Department has adopted this program to support advisement of the poorest performing student-athletes. Emails will go directly to the faculty member of selected students requesting the necessary student progress report. Joel Erdman is willing to explain the program in greater detail to those interested.
14. **Dean's Performance Evaluation** – Summary responses for the Dean's annual performance review were distributed with the recommendation that all administrators renew their efforts to be more inclusive in involving faculty in decision-making within their units.
15. **Other**
  - Copier Use in the Departments and Labs** – The issue arose of attempting to control the volume of copies and prints students produce in the labs and departments. After discussion, it was decided that unless the problem becomes critical, it would not be worth the expense of additional software to control it. Recent studies of student use indicate that the lab fees students are paying are sufficient to cover the cost of current use.
  - Honors & Awards** – Criteria used to determine faculty and staff annual honor awards has recently been distributed. Please remind your faculty and staff that this is a good opportunity to recognize the accomplishments of their colleagues and encourage their nominations.