

Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619
10:00 AM – 12:15 PM, July 18, 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. Andrea Kent, Director, Field Services; Dr. Abigail Baxter, Director, Graduate Studies and Research; and Dr. Tres Stefurak, COE Faculty Council Representative.

Absent Members: 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. **Introductions** - Dr. Delmas introduced two new academic advisors, Greg Deckard and Josh Wooden. Dean Hayes introduced Dr. Wanda Maulding and welcomed her as a member of the Dean's Administrative Council.
 - b. **Summer School** – Dr. Chilton reported that summer school enrollment was down 200 this year.
 - c. **UG Admissions to Candidacy** – A report was distributed on enrollments admitted to candidacy.
2. NCATE – Dr. Van Haneghan reviewed the types of data NCATE will be looking for, especially internal consistency in our Quality Teaching Standards. Dr. Van Haneghan stated it is now time to choose a standard, both in initial certification and advanced programs, that is already considered a strength but which can be improved upon and taken from an acceptable level to a target level. Dr. Maulding announced the firm dates for our NCATE visit as April 7-9, 2013. They will arrive on a Sunday and leave on Tuesday, and will only be here to verify the information we will have given them electronically beforehand. The institutional report will be turned in to NCATE next spring. It was decided that a NCATE steering committee will be made up of all program coordinators.
3. Sakai Migration – Dr. Jack Dempsey reported the timing of the Sakai migration. It will take approximately 5-6 hours to migrate each course. At this time it is only fully online courses migrating – no hybrids. The COE plans to complete migration of all courses by August 2012. Faculty training has already begun and there will be faculty workshops held M-F in the fall. Staff training will come later. Dr. Dempsey encouraged the use of Sakai as a project tool and recommended Grade Book as a great tool in Sakai. Dr. Feldman presented an overview and the ease of use of Sakai with a program he developed for the NCATE review.
4. New Faculty Development Plan – All new faculty are required to attend three 2-hour courses being offered by the Innovation in Learning Center. Classes have been scheduled so that everyone should be able to attend, no matter what your class schedule. The three sessions will cover: Designing and Developing Effective Instruction, Collaborative Learning – (Proposed QEP Initiative), and Critical Thinking and Problem Solving (Proposed QEP Initiative). In addition, each new faculty member will choose three from these four topics: Alternative Assessment (Proposed QEP Initiative), Motivation, Testing and Measurement of Academic Progress and Instructional Delivery Strategies.

5. Exit Surveys – It was proposed that a plan be developed to acquire permanent emails from graduates so that we can obtain more information through exit surveys by program. Dr. Van Haneghan was charged with obtaining a list of current emails from Dr. Chilton and sending out a very short survey.
6. ETS Proficiency Profile Sampling Plan – As required by the Voluntary System Accountability College Portrait, this year’s administration will assess learning gains from first year students to seniors. Administration takes approximately one hour and 15 minutes, so courses meeting one or two days will be selected. Dr. Chilton will identify specific courses from the undergraduate graduate program. This plan will include 50 people from the COE. Testing of seniors will be conducted in both fall and spring semesters.
7. USDE Regulations Governing Certificate Programs – Because we are not the certifying body, we only prepare the student for certification, we are excluded from most of these regulations.
8. International Programs – Dr. Chilton announced that agreements were being signed with Inha University in Korea and Sangmyung University in South Korea to begin an exchange student program. Dean Ping Ling from Hangzhou, China will visit the COE the first week of classes in the fall.

Plans are underway to develop a partnership agreement with the University of Glasgow for faculty and students exchanges, research, and program development. A visit by their faculty is planned for October.
9. COE Majors in Honors Program – Dr. Delmas identified nine students (the most ever) in this year’s honor program. We will be talking to these students and soliciting their involvement and suggestions for improvement in our programs.