

**Minutes**  
**Dean's Administrative Council**  
**College of Education**  
**University of South Alabama**  
**UCOM 3619**  
**10:00 AM, November 11, 2013**

**Members Present:** Dr. Richard L. Hayes, Dean; Dr. Wanda Maulding, Associate Dean; Dr. Andrea Kent, Associate Dean; Dr. Harold Dodge, Chair, Leadership and Teacher Education; Dr. John Kovaleski, Chair, Health, Physical Education, and Leisure Studies; Dr. Brenda Litchfield, Acting Chair, Professional Studies; Dr. James Van Haneghan, Director, Assessment and Evaluation; Dr. Peggy Delmas, Director, Student Advising; Dr. Andre Green, Director of Grants and Contracts; Dr. Christopher Keshock, President of the College Faculty Council; and Ms. Aimee Meyers, Development liaison.

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

1. Information Update:

- a. Faculty Searches: Dr. Kovaleski has a candidate he will be requesting permission to interview for the position in Therapeutic Recreation. Dr. David Gray's retirement will be effective August 1, 2014. Because his position pertains to accreditation, it is necessary to conduct a search to fill this position. Dr. Peggy Delmas will be moving from the Advising Center to a faculty position to coordinate the new Ed. Leadership doctoral program. Ms. Jennifer Simpson has been offered the position as Director of Field Services, effective January 1, 2014.
- b. Staff Search: Ms. Darlene Eaton has been hired as the administrative assistant to the dean and will begin on November 18, 2013. Ms. Gail McLean will return to the Dept. of Professional Studies and Ms. Glenda Carpenter will return to the Dept. of Leadership and Teacher Education.
- c. Exam Requirements for Graduate Admissions: Faculty were surveyed as to which exam admission standards they would like to have for each program. A list of programs and exam requirements was compiled reflecting the results of the survey.
- d. Travel Calendar: In order to help with scheduling meetings, a COE faculty travel calendar has been created through google calendar. As faculty's permission to travel forms are approved, the out of office dates will be entered in this calendar by Katie, the COE receptionist. The deans and dept. chairs will have access to view the calendar.
- e. Supervision of Instruction: Dept. chairs are responsible for supervising faculty's (both full-time and adjunct) online, web enhanced, and blended courses. A specific role in Sakai labeled "Chair" can be requested by college administrators or department chairs that allows read-only access and does not allow editing or changing content. "Chairs" are enrolled as a participant and their status is clearly indicated on the enrollment list and roster. Requests for this accessibility can be made through the ILC with Jeff Davidson or Gabriella Kahanamoku.

f. Academic Affairs Faculty List: The list of COE faculty that Academic Affairs refers to when determining the budget for travel, taxes, benefits and liabilities, etc. was distributed

g. Documentation from the ALSDE on the New Alabama High School Diploma was distributed as an information item.

h. College Committee Assignments: The 2013-2014 COE Committee assignments have been completed. Every faculty member will serve on a committee. Although assignments were made in consultation with department chairs and the Faculty Council, faculty should contact their respective chairs if they would like to be added to a committee or moved to a different committee.

2. TracDat Reporting: Has been completed for the COE.

3. Eduventures: On October 25, 2013 Eduventures consultants met with the COE associate deans, dept. chairs, program coordinators, and other faculty. A report of their findings and recommendations is forthcoming.

4. F&A Rates through 2017: The F&A rates remain the same through 2017.

5. Degree Works: Faculty have access to Degree Works now and students are scheduled to have access in January 2014, pending a review of the viability of the system. All faculty who advise students should attend a training workshop prior to January 2014. When advising students faculty should look at students' information in both PAWS and Degree Works. All problems with the system should be reported to Ms. Kathy Beck.

6. Development Goals and Objectives 2013-2014: Development goals to obtain private gift funding to support the mission of the COE have been set by the Office of Development in collaboration with the College: Goal #1 is to obtain \$65,000 in philanthropic support to the college; and Goal #2 is to strengthen donor pipeline by improving identification, qualification, cultivation and stewardship of current and prospective donors. Faculty are encouraged to consider making a monthly payroll deduction to an existing undergraduate fund in order to receive matching funds from the Mitchell –Moulton Scholarship Fund.

7. Admission Math Core Requirement: University policy pertaining to the three units of mathematics requirement for students seeking admission to USA has been modified. The requirement now includes Algebra I and two units at a higher competency level (Geometry, Algebra II, Trigonometry or Calculus).

8. 2013 Report on UG Persistence: While reviewing the data in the report it is important to recognize that most academic colleges within USA do not have separate admission requirements, allowing any student to claim a given major and lessening the value of college-based retention analysis. The real value of this analysis rests with understanding institution-level retention and graduation rates.

9. NACE Salary Survey 2013: Tables and graphs were compiled that listed salaries sorted by disciplines, by various industries, and by degree and majors. Department chairs were challenged to think of ways the data could be used to attract and inform not only the COE majors about a much larger range of employment opportunities they have in addition to teaching in public schools, but also students in other disciplines across campus who may be interested in graduate education in the College.

10. Digital Measures: This program is used to generate a variety of reports as part of annual faculty reviews, an annual College report, periodic accreditation reviews, curriculum vitae, and specialized reports for granting agencies and foundations. With its wider adoption across campus by other colleges, it has become necessary to set a specific timeline for ensuring that information is accurate and up-to-date. To ensure faculty files are complete these dates have been established: March 1 of each year as part of the annual faculty evaluation, merit review, and college report; September 1 of each year for accreditation, program review, and college-wide assessment.

Other: Dr. Dodge and the LTE faculty are visiting classes to promote graduate programs to the students. He requested brochures to advertise the COE graduate programs along with program coordinators contact information. Dr. Kent will create a short recruitment presentation.

Meeting adjourned at 11:50 AM