

## **Dean's Administrative Council**

### **Minutes of Meeting**

**October 23, 2016 at 9:30 a.m.**

**Dean's Conference Room (3619)**

**Members Present:** Dr. Andrea Kent, Dean; Dr. John Kovaleski, Chair, Health, Kinesiology and Sports; Dr. James Stefurak, Chair of Professional Studies; Dr. Susan Santoli, Interim Chair of LTE/Director of Graduate Studies; Dr. Stephanie Stewart, Director of Academic Assessment; Ms. Jennifer Simpson, Director of Field Services; Mr. Josh Wooden, Director of Academic Advising; Dr. Paige Vitulli, President of the College Faculty Council; and Ms. Aimee Meyers, Development Liaison.

Dean Kent called the meeting to order at 9:30 am.

#### **1. Information Update:**

##### **a. Faculty Searches –**

Dr. Kovaleski, Chair of HKS reported that Ms. Caitlyn Hauff will be interviewing this week for the Health Promotion position. Ms. Hauff is from the University of Wisconsin and will graduate in December with a Doctor of Philosophy in Kinesiology.

Dr. Kovaleski also announced that Dr. Phil Norrell will be retiring in May 2017. The request to hire paperwork has been turned in to Dana to begin the process.

Dr. Stefurak, Chair of PS reported two positions available in Professional Studies - Assistant Professor of Library Media and an Assistant Professor of Instructional Design/Technology. He reported 50 applicants for the IDD and 2-3 applicants for the Library Media position.

Dr. Stefurak announced that Dr. V. Milner will be retiring next year (2017). The position has been posted for an open rank, tenure-track position in Counselor Education.

Dr. Susan Santoli, Interim Chair of LTE reported an open position coming up in LTE. Dr. Peggy Delmas has resigned her non-tenure position. The position will now post as a full-time tenure track academic appointment (9 months) in Educational Leadership at the rank of Assistant Professor.

##### **b. The Pillars -** Ms. Dana Burleson provided an update of The Pillars magazine. Currently waiting on a new proof from Publications.

- e. **Sakai Course Site Setup** – Dr. Kent asked each chair to follow up with faculty to make sure all courses have at least a shell and a syllabus online.
- f. **Mid-Term Grades** – Dr. Kent reported that the COE did not have one single issue with mid-term grades.
- g. **USA Day (11/5, 2/15)** – Mr. Josh Wooden provided an update on the USA Day and thanked everyone for helping out. The next scheduled USA Day is on Saturday, November 5<sup>th</sup>.
- h. **Founder's Day** – Dr. Kent provided an update on the Founder's Day event for February 2, 2017. She has met with the Provost and approval has been given to proceed. The fifty people have been identified to be recognized at the event for helping to make a difference in the College of Education's history. The Save the Date announcement will be sent out by the end of October or the beginning of November. Ms. Melva Jones is still working with us to help coordinate the event. Progress is being made and we are moving forward.

**2. Web Policy Draft (AK for AG):**

Dr. Kent provided a handout titled "College of Education Web Content Policy" on behalf of Dr. Andre Green. Dr. Green is requesting feedback on the content which is being established to help setup a standard process for posting information on the website. For authorization, all electronic documents to be published on the college level web pages must be submitted to the associate dean or dean for review and approval prior to being published. All documents to be published on the department level web pages should be submitted for review and approval to the respective department chairs.

**3. Marketing (TS):**

Dr. Stefurak provided an update of the University-wide Marketing Committee as well as the Professional Studies efforts. Discussion regarding implementing social media management software such as Hootsuite or Agorapulse to help manage our social media. He encouraged us to develop a strategy that is cost effective for each department. Dr. Kent suggested that we utilize the free accounts to test and see if we are going to actually use it first. The chairs were asked to identify someone in their departments who would be a good fit for overseeing the social media management.

**4. Development Update (AM):**

Mrs. Aimee Meyers reported that the COE Advisory Council is meeting on Thursday, October 27<sup>th</sup> from 11:00 am – 1:00 pm. Dr. Kent provided the council a general summary of the agenda to be discussed at the Advisory Council meeting including the Literacy Center, Chinese Scholars, Alumni Society, and Upward & Onward Campaign.

Mrs. Meyers also announced two scholarships are in the works; one for graduates and one for undergraduates.

**5. Graduate Studies Update (SS):**

Dr. Santoli announced that there is a newly revised Curriculum Action Form, which is posted on the graduate website. She noted that the Curriculum Action Form (CAF)

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Committee will be revived to help go through the forms with a checklist to make sure everything is correct to help eliminate any possible returns.

Dr. Santoli stated that on November 10<sup>th</sup> there will be a virtual graduate school recruiting day. She asked that any faculty who will be participating to send their time and emails to Deanna Cobb in the Graduate School as soon as possible so she can get that setup.

Dr. Kovalski reported on the admission application process meeting he attended for Dr. Santoli for graduate students. He noted that the College of Nursing currently utilizes the Unibase System to manage their application's process. The College of Nursing charges the students a \$165.00 fee. He noted that the issue for us is to find out what is our upper limit we can charge students. Dr. Kent noted we need to find out what other universities charge for the program and what are the logistical processes in terms of the decision making process. Dr. Santoli will talk with nursing to find out more information.

### **6. Office of Assessment Update (SS):**

Dr. Stewart announced that the LiveText training is scheduled for Friday, October 28<sup>th</sup>. The training will be held in the Collaboratory (3240).

Dr. Stewart distributed a handout titled "Steps and Timeline for the SI Pathway" and provided an update. She recommended an internal review of the key assessments with the program coordinators. The Assessment Committee will meet on November 28<sup>th</sup> for an in-depth review of CAEP Standards.

### **7. Faculty Council Update (PV):**

Dr. Vitulli reported on the September 30<sup>th</sup> meeting of the COE Faculty Council. The COE Alumni Association was a topic of discussion. She invited any suggestions of a community alumni who can lead the group. Dr. Stefurak recommended Mr. Jeremiah Newell.

Dr. Vitulli provided overview on other topics which included: Special Events Website, Honor's College, Tailgate Events, Promotion & Tenure, Raises, Faculty Council Delegates, Name Change for HPELS to HKS, Mentors, and Faculty Moral.

Dr. Kent asked the chairs to send an email to Dr. Kent with a list of things or people in each department that need to be recognized and she will send out an email once a month. First Monday of the month.

### **8. Other:**

Master Committee – email survey discussion ensued regarding COE facility space.

The meeting adjourned at 11:00 a.m.

The next scheduled meeting is **Monday, November 28, 2016 at 9:30 a.m.**