

## **Dean's Administrative Council**

### **Minutes of Meeting**

**June 26, 2017 at 10:00 a.m.**

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

**Members Present:** Dr. Andi Kent, Dean; Dr. Tres Stefurak, Chair of Counseling and Instructional Sciences (CINS); Dr. Neil Schwarz, Acting Chair of Health, Kinesiology and Sport (HKS); Mr. Josh Wooden, Director of Academic Advising; Dr. Paige Vitulli, Interim Chair of Integrative Studies (INGS); Dr. Robert Thompson, Acting Chair of Hospitality and Tourism Management (HTM); and Mrs. Aimee Meyers, Development Liaison.

Dean Kent called the meeting to order at 8:31 a.m.

### **1. Information Update**

#### **a. Faculty Searches:**

Dr. Andi Kent reported one Assistant to Associate Professor position still open in Physical Education Pedagogy for Health, Kinesiology and Sport. This position is on hold until August. Plans are to try and hire someone by January 2018.

Dr. Andi Kent reported for Dr. Santoli (LTE) that an offer had been made to a candidate for the Assistant Professor of Secondary Science. One interview has been completed for the Education Leadership position with no recommendations at this time. Dr. Kent advised the council that Dr. James Bridgeforth has been granted faculty rank in the LTE. He will remain full-time in Housing and part-time at the CEPS in LTE department.

Dr. Kent reported the internal position for the Director of Graduate Studies has been posted and still open. Dr. Santoli is stepping down from the position as she has taken the full-time chair position in LTE.

Dr. Stefurak reported that Dr. Getch has received her official offer letter from the President's Office and we have received her acceptance letter for the faculty position in CINS.

Dr. Stefurak also noted he has received a letter of resignation from Dr. Brenda Litchfield effective in August 2017.

**b. Staff Searches (AK):**

Dr. Kent noted that the Director of Assessment position has been posted through HR as an administrative 110 staff position. Several good applicants have made application and 3 interviews are currently scheduled for July 5<sup>th</sup> and 6<sup>th</sup>. Plans are to have someone start by the fall 2017.

Dr. Tres Stefurak announced that Mrs. Marie Entessar turned in her notice to retire effective September 1, 2017.

Dr. Kent announced that the Accounting Clerk IV position in the dean's office has been filled. Mrs. Charlotte Rogers transferred from the Admissions Office to fill the position effective Monday, June 12<sup>th</sup>.

**2. Summer Enrollment (AG): Tabled**

**3. 2012 – 2017 Enrollment (JW):**

Mr. Josh Wooden provided a handout titled "College of Education and Professional Studies 2012-2017 Enrollment." He provided a brief update on enrollment at the CEPS. He noted that this information is also available on the Institutional and Research website.

**4. Search Committee Charge (AK):**

Dr. Kent informed the chairs that it is important for the chairs to give a charge to the search committee at the beginning of the search to provide clarity and awareness of the minimal qualifications, as well as any specific requirements, for an acceptable applicant. Specify essential functions and responsibilities for the applicant to qualify for the position. The search committee should prepare a report to submit to the department chair listing the perceived strengths and weakness of each interviewed candidate – stating whether the committee finds the candidate acceptable for the position.

The department chair will forward all the materials from the search committee as well as his/her own recommendation and assessment of the strengths and weaknesses of all candidates found acceptable by the search committee to the dean.

The dean will recommend the candidate for appointment to the Provost as well as an assessment of the strengths and weaknesses of the candidate. Dr. Kent noted that information regarding faculty searches can be found in the faculty handbook.

**5. Program Changes Process (AK):**

Dr. Kent asked chairs to notify faculty not to go directly to Kathy Beck to make program changes. She does not have the authority to make changes. The following process is currently in place and should be followed to make any future changes.

**1<sup>st</sup>.** Program Coordinator should write memo to chair. Faculty should make recommendation to program coordinator or chair with backup support.

**2<sup>nd</sup>.** If approved by the chair, the request will be given to Mr. Josh Wooden, state certification officer, to review. If he approves, Mr. Wooden will make a recommendation to the dean for approval.

**3<sup>rd</sup>.** Changes should only be made with yearly bulletin changes, otherwise is could be problematic.

This process should be implemented immediately.

**6. Forms coming to Dean for Approval (AK):**

In an effort to make sure that expense documents (i.e. travel reimbursements, direct pays, purchase documents, etc.) have been reviewed by either Charlotte or John, staff should be instructed to give folders with these types of documents directly to either Charlotte or John and not to Dr. Kent for signature. They will review and initial the document and give to Dr. Kent for final signature approval. For clarification purposes, anything that is departmental related goes to Charlotte and anything that is grant related goes to John. Part-time files should be given to Dana for review. Dr. Kent also noted that most forms are not an emergency and can wait a day, but if there is an occasional emergency, Dana should be notified and an attempt will be made to get an appropriate signature as soon as possible.

**7. The Pillars (AG):**

Dr. Kent noted that Dr. Andre Green will get with chairs soon regarding the information needed for The Pillars. She advised the chairs to start coming up with stories and articles that highlight the 50<sup>th</sup> Anniversary.

**8. COE Development Update – Mrs. Aimee Meyers:**

- Extra Yardage for Teachers Football Game is scheduled for September 23rd.
- Mail out to all alumni to now go out in August regarding 50th Anniversary. University Development will be handling the mailing.
- Fuse Project - The Literacy Center will receive \$20,000.
- Upward Onward - A letter will go out shortly from Mr. Rufus Hudson to the Top 50 to host a reception on October 12th at Region's. Date may be changed due to other university events. Details to come shortly.

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

Dr. Kent reported for Dr. Santoli and provided the following update for Graduate Studies:

- Last year at this time, there were 179 graduate applications. As of today, there are 165.
- Last fall, there were 31 accepted and as of today there are 30 accepted.
- Last summer, there were 114 graduate and this summer 79 graduate students.

**10. Advising Center/Student Services Update (JW):**

Mr. Josh Wooden announced that construction in the advising office will be starting this Wednesday. Advising will be staying in location while construction is going on. There

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are free books available and will be placed in a central location. Dr. Kent will review the children's books before making them available for giving away.

**11. Other:**

Dr. Paige Vitulli announced they will be highlighting 50 students in the college with interesting student stories to relate to the 50<sup>th</sup> Anniversary.

The next scheduled meeting is **Monday, July 24, 2017 at 9:30 a.m.**