

## **Dean's Administrative Council**

### **Minutes of Meeting**

**September 30, 2019 at 9:30 a.m.**

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

**Members Present:** Dr. Andi Kent, Dean; Dr. Andre Green, Associate Dean; Dr. John Kovaleski, Associate Dean; Dr. Susan Santoli, Chair of Leadership and Teacher Education; Dr. Tres Stefurak, Chair of Counseling and Instructional Sciences; Dr. Paige Vitulli, Chair of Integrative Studies; Dr. Robert Thompson, Chair of Hospitality and Tourism Management; Dr. Shelley Holden, Chair, Health, Kinesiology and Sports; Dr. Yvette Getch, College Faculty Council; Dr. Matt Binion, Director of Academic Assessments; Mr. Josh Wooden, Director of Academic Advising; Ms. Jennifer Simpson, Director of Field Services; and Ms. Aimee Meyers, Development Liaison

Members Absent: Dr. Ron Styron, President of the College Faculty Council

Dean Kent called the meeting to order at 9:30 a.m. and welcomed Dr. Yvette Getch who is filling in for Dr. Ron Styron for the College Faculty Council.

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

#### **a. Faculty/Staff Searches:**

*Dr. Stefurak (CINS):* CINS has one open full-time, tenure track position for an Assistant Professor of Clinical Mental Health Counseling. The position has been posted externally with 2 national resources and currently have several applications for the committee to review.

#### **b. Commencement weekend (AK/JK):**

Dr. Kovaleski reported 206 students registered to graduate, of which, 103 have signed-up for the CEPS Ceremony (50%). The next email to be sent out will request a Yes or No answer. Dr. Kovaleski will sort the list by departments and provide the chairs will information of who has applied and who has not for the department to follow-up on.

#### **c. CEPS Open House (AK):**

Open House is tomorrow, October 1 from 3:30-6:00pm. Space should be reserved through Robin. A digital signage with the list of rooms will be available on the

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infocaster. A registration table will be setup in the lobby as well as food and drinks. Financial Aide and Scholarships will have a table available to assist and a representative for OALS will also be available.

### 2. Enrollment (AK):

Dr. Kent provided a handout on enrollment from Fall 2015 – Fall 2019 by department. CEPS is down 32 students. The university overall is down 500 students. Another budget cut is expected this year. The Healthcare side is doing well.

### 3. Course in Effective Teaching (AK):

Dr. Kent provided a handout titled “Becoming a great teacher at South Alabama”. USA is partnering with ACUE to offer a course in Effective Teaching practices. The course will start with a Course Launch event and supports faculty teaching traditional, blended or online classes. Contact Dr. S. Raj Chaudhury at the ILC for more information.

### 4. LMS/Canvas (AK):

Dr. Kent provided a handout titled “Bye Bye Sakai! Hello Canvas! – LMS Migration Timeline”:

- Fall 2019 – Spring Faculty Training and Course Reviews
- Spring 2020 – Canvas goes Live
- Summer 2020 – Summer classes in Canvas
- Fall 2020 – Mass migration - all Fall classes in Canvas
- Dec. 31<sup>st</sup> – Access to Project and Course Sites Terminated
- Spring 2021 – All courses in Canvas

### 5. Student Evaluation of Teaching Software (AK):

Dr. Kent provided a handout flyer on EvaluationKIT by Watermark. A decision still needs to be made on how to roll out the software. By May 2020 Class Climatic will be gone and we will not have access after that date. All information must be out of Class Climatic before May 2020.

### 6. Grants and Contracts Update (AG):

- 12.7 million in external funding.
- November 4 will be the last Bauer Series. An award breakfast ceremony will be held. Faculty members who are interested in being consultants a separate session will be held for them.
- CEPS internal grant program for faculty development will kick-off around the second or third week in October.

### 7. Graduate Studies Update (JK):

- Web admit cycle started for 2020.
- Double checked and crossed checked the department program web admission requirements.
- The University is moving forward with a new marketing management program to electronically communicate with applicants.
- Next week is the Alabama Connect kickoff. Dr. Kovaleski will be traveling for graduate recruiting (Huntsville, Birmingham, Montgomery and Mobile) areas.

**8. Office of Assessment Update (MB):**

Dr. Matt Binion provided the following update:

- Still waiting on CAEP report. Should receive by mid-October and will be ready to respond.
- State report cards data has been received. Compiling comparison data to submit faculty.
- New sample test data received for Mobile County. Should be able to report on data/completers, etc. in a couple of weeks.

**9. Advising and Certification Update (JW):**

Josh Wooden provided the following update:

- VA is piloting a new approval process for verification of benefits. If you have students who are receiving VA benefits to supplement their tuition you will receive an email in which you will have to approve in document routing. More information will be forthcoming from the VA Office in the near future.
- The University has approved standardized templates for undergraduate degree requirement and graduation plan. CEPS will pilot new process.

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

Ms. Aimee Meyers provided the following update:

- As of today, 21.2 million reported with 5.3 million remaining to meet the 150 million goal (96%). We are expected to go over the 150 million goal.
- The MacQueen Alumni center is scheduled to open the end November with the dedication in mid-January.
- There is a new “Talent and Ability Scholarship” coming available which will be based on minimal ACT score. More information forthcoming.
- Alumni social is scheduled in Charlotte, NC on October 17.

**11. Faculty Council Update (YG):**

Dr. Getch noted the follows issues from the Faculty Council:

- CEPS website is difficult to navigate for students.
- Recruiting materials should present the right image.
  - Dr. Kent noted we are in the process of interviewing 3 candidates for the marketing position. This person will help with the website and marketing materials.
- Promotion & Tenure – concerns from junior faculty who feel pulled in different direction. They need more help staying focused.
  - Dr. Kent will talk with the faculty at the upcoming luncheons with the dean.

**12. Renovations Update (AG):**

- Room in HKS has been completed.
- 2 Classrooms with test flowing occurring next couple of weeks.
- Classrooms will have all newer computer by Fall break.
- White boards will replace all chalk boards.
- Dr. Thompson suggested sound proofing for room 3212. Dr. Green will check with engineering to see what can be done.

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### 13. Other (AK):

- President's Town hall meeting is Friday, October 4 from 3:30pm – 4:30pm in 3212. Faculty Senate will meet with the President at 3:00pm in the dean's conference room 3619. Staff is invited but not required to attend.
- Send all vacation and conference travel dates to Dana for Dr. Kent's calendar.

The next scheduled meeting is **Monday, October 28, 2019 at 9:30am.**