

Dean's Administrative Council

Minutes of Meeting

October 28, 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. 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. Paige Vitulli, Chair of Integrative Studies; 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 approximately 15-17 applications. Dr. McDermott will convene the committee for review this week or next.

b. Conversation with the Dean (AK):

Dr. Kent provided an update to the Council. The event was a big success and the AC executive committee praised the department chairs for their excellent participation.

c. Raises (AK):

- Currently preparing paperwork for submission for approval next week. The merit increase will be based on the average annual evaluation for the last three years. Faculty should know more information by the end of November.
- There will be a 3% across the board increase for all staff.

- The salary increase is effective December 1 for eligible monthly paid employees, and November 24 for eligible bi-weekly paid employees.

d. Budget Cuts (AK):

There will be budget cuts again this year. Still do not know the exact numbers yet. Academic Affairs is taking about 2.5%. Will provide more information when received.

e. LMS/Canvas (AK):

Several faculty have been trained on Canvas. The transition list was sent to the ILC last Friday. At this point, we do not anticipate any issues. Those courses already submitted will most likely transition in the spring.

2. Professional Attire (AK):

In an effort to maintain a level of professionalism for the college, Dr. Kent asked the chairs to help share the message with staff in a positive light regarding transitioning away from jeans. She will designate special days in which jeans will be allowed.

3. Grants and Contracts Update (AG):

- The last Bauer seminar is next Monday, November 4. An award ceremony is planned and certificates will be distributed to faculty who participated.
- Rolled out the Research Grant Competition with an increase this year to \$20,000.

4. Graduate Studies Update (JK):

Dr. Kovaleski provided the following admissions update:

As of 10/25/19	2019	2018 (10/25/18)
Total All applicants for Spring	105	84
In Progress	64	63
Received	24	16
Accepted	17	9

In Progress – started application, but have not paid the fee (sent an email to all IN PROGRESS applicants – contact me for any help).

Received – paid the application fee and under consideration if file complete.

Accepted – complete file and entered in Banner.

50% ahead of last year of accepted graduate admit.

- The Graduate School has advanced their efforts in trying to centralize the graduate school’s marketing campaign in the EMP program working through the website admit portal to set up consistent and constant messages back to the applicants. Jamie is also contacting applicants via personal emails but the new marketing strategy helps create a more centralized approach.
- Dr. Kovaleski shared information that Dr. Pardue presented at the Graduate Council Fall meeting which compared our individual graduate programs to market forces (market size, available jobs, saturation, competitors, earnings, growth projections,

etc.) This study pinpointed master's level graduate programs in which to monitor, maintain, evaluate, and invest.

- Graduate and Thesis deadlines will remain the same instead of moving the timeline further back in the semester due to numerous edits being required.
- Dr. Kovaleski shared information regarding consideration being given regarding developing another category of Graduate Assistants in order to meet grant needs for health insurance for our doctoral level GA's. Avenues for health insurance for all GA's are being explored, but currently funding does not exist at that level. A United Health insurance pool for all Alabama GA's in this category is being considered.
- The Graduate School is currently reviewing the Graduate Student Time to Degree Extension Policy for streamlining time extension requests.

5. Office of Assessment Update (MB):

Dr. Matt Binion provided the following update:

- Still waiting on CAEP report. We will have 60 days from receipt to reply.
- Talking with Watermark/LiveText regarding what our next upgrade for next year and what other options are available.
- Finalizing new sample test data received for Mobile County. Received comparison report data last week and currently reviewing data.

6. Advising and Certification Update (JW):

Josh Wooden provided the following update:

- "South in Your City" is starting today. Josh will be asking for recruiting information and materials (tabletop banners, brochures, etc.).
- We now have two College table cloths – one in Advising and Dr. Kovaleski (Graduate Studies) has one.
- USA Day – participation was about 12% lower due to potential bad weather but overall it went well.
- Numbers for graduation rates for the University is good. Waiting on specific data information for CEPS.
- New bulletin templates are now available. Josh will put each department in the new format.
- Received word back on from the State Department regarding submissions from the summer for CIEP. There are revisions that must be made.

7. Development Update (AM):

Ms. Aimee Meyers provided the following update:

- Two new members of the Advisory Council: Dr. Aaron Milner, Saraland School System; and Terrance Smith, Innovation Team Mobile.
- Conversation with the Dean – There were 9 Advisory Council members and 11 guest in attendance. One guest was from Wells Fargo and encouraged us to apply for the Wells Fargo Foundation. Another guest was from the Bedsole Foundation.
- Gift Day for the University is scheduled for February 14, 2020 (Valentine's Day). Development will meet with the College Deans to determine where to allocate the money.
- Grand opening for the new Alumni Center is scheduled for January 24, 2020.

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- Alumni social in Charlotte, NC was successful. There were 3 CEPS alumni in attendance.
- Veteran Affairs Luncheon will be held Monday, November 11 in the USA Student Terrace from 11:30 – 1:00.

8. Faculty Council Update (YG):

Dr. Getch – no update. The next Faculty Council meeting is scheduled for the end of the semester.

9. Renovations Update (AG):

- Replaced all computers in the student labs. In the process of replacing computers in the classrooms. 7 have currently been replaced.
- In the process of getting estimates to replace all red carpets in the classroom with the LBT tile.
- Plans to remove all chalk boards out of classrooms.

10. Other (AK):

- **Graduation Commencement/College Ceremony (JK)**
 - 205 CEPS students have applied for fall graduation. 154 students have applied to attend the CEPS Ceremony (75% participation).
 - Faculty will sit on the stage. Faculty are also required to attend both the College Ceremony and the University Commencement unless approved by Dr. Kent due to acceptable extenuating circumstances.
 - Josh & Matt will assist with setup, etc. and the Mitchell Center staff will serve as Ushers. HTM Ambassador students will help with distribution of programs.
 - CEPS plans to use the University Commencement Programs with an agenda/events insert.
 - We will stop accepting students for the CEPS Ceremony once the Regalia Deadline order has pasted (Nov 14 or 18). Names to be added to the University Program is coming up in the next 7-10 days.
- **Marketing Director (AK)** – Ms. Amber Day has been hired to be our new part-time marketing director. She will be located in Matt's old office (3623). Her CEPS office days will be ½ day on Wednesday and all day Thursday and Friday.
- **Director of OALS (AK)** – Mr. Robert Charlebois will be the new Director of OALS. His start date will be Tuesday, November 12. His office will be located in the INGS/HTM suite in room 3702.
- **Student Leaders United (AG)** – Student group partnering with Career Services to provide a luncheon seminar to discuss professionalism and provide resume review services. More information forthcoming.

The next scheduled meeting is **Monday, November 18, 2019 at 9:30am.**