

Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619
10:00 AM – 12:00 PM, March 8, 2010

Members Present: Dr. Richard L. Hayes, Dean; Dr. Thomas L. Chilton, Associate Dean; Dr. Phillip Feldman, Associate Dean; Dr. Charles Guest, Chair, Professional Studies; Dr. Frederick Scaffidi, Chair, Health, Physical Education, and Leisure Studies; Dr. Abigail Baxter, Director, Graduate Studies and Research; Dr. Peggy Delmas, Director, Student Advising; Dr. Andrea Kent, Director, Field Services; Dr. James Van Haneghan, Director, Assessment and Evaluation; Dr. Tres Stefurak, COE Faculty Council Representative; Dr. Harold Dodge, Interim Chair, Leadership and Teacher Education.

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

1. Information Update

- a. **Spring Advising Report** – information provided
- b. **USA Gautier** – The University of South Alabama plans to open an office in Gautier, MS and offer classes in disciplines that include: Interdisciplinary Sciences; Information Systems; General Business; and support courses for Arts and Sciences.
- c. **Proposed Change to Blended Learning Format Definition** – Proposed revisions to the blended learning format will apply to the blended, web-hybrid, and fully-online transmittal sheet. The revisions state that the greater part of the electronic portion of a blended course is not delivered via the University's primary course management system. The electronic portion of the course is principally delivered by an alternative system recommended by the appropriate College and approved by Academic Affairs.
- d. **USA Annual Fund** – Dean Hayes reiterated the importance of giving to the Annual Fund and made an appeal to the DAC to encourage 100% participation from the COE.

2. Strategic Planning 90-Day Worksheet

Dean Hayes addressed the COE's response to the Strategic Plan 90-Day Worksheet and reiterated that the goal of the worksheet was to answer the question "What can be done over the next 90 days to help the COE realize its strategic objectives?" The DAC discussed the strategic objectives at length and the general consensus of the discussion was to integrate the worksheet into TracDat so that it can be used to inform strategic planning and organize faculty goal-setting. Dean Hayes and Dr. James VanHaneghan will develop a format for use by faculty in setting annual goals.

3. Mandatory Freshman Advising Policy--Followup

Dr. Peggy Delmas reported on the status of implementing mandatory freshman advising and stated that approximately eighty freshmen will be advised before they register for the Fall 2010 semester. Podcasts and group advising are currently under development and review.

4. Fall 2009 JagSuccess

JagSuccess Early Alert Program began in Fall 2009 with 202 faculty teaching 135 courses with 420 sections of 00-100-200 level courses. This program alerted students on the status of their midterm course performance and offered help to those in need through workshops and online tutorials.

Multiple alert students who attended the workshops had better grades and returned Spring Semester 2010. Students who completed the online tutorial had better grades and returned Spring Semester 2010. Final grades for all JagSuccess students were much lower than the final grades for students who did not receive JagSuccess alerts.

5. Program Review Policy and Procedures

USA is currently drafting a program review policy for all academic programs to evaluate the effectiveness and progress annually. Data from TracDat will be used to inform the reviews. Only those programs not currently reviewed by accrediting bodies will be subject to these reviews.

6. SACS Hot Button Alert

Dr. James VanHaneghan reported on a hot button alert from Dr. Joan Exline, Associate Vice President of Institutional Research and Planning stating the alert has been issued to make sure COE post-baccalaureate professional degree programs are progressively more advanced in academic content than its undergraduate programs and our student learning outcomes provide evidence of that. Dr. VanHaneghan will work with Cecelia Martin, Director of Assessment in the review of COE programs to determine if there are any issues in the current assessment plan and will follow up with the COE Chairs.

7. Graduate Readmission

It has been decided by the Graduate School that grad students making application subsequent to dismissal may be considered for a new graduate degree program pending approval from the departmental/program committee considering the admission. An e-mail is to be sent to Dr. Baxter from the department chair identifying the conditions under which he/she will not review the student's application.

8. Class AA Teacher Leader Program

The State Department of Education has been notified of the COE's intent to develop a Teacher Leader Program at the AA level for approval in July 2011.

9. Merged Curriculum

Dean Hayes informed the DAC of impending changes in the elementary curriculum leading to certification in Elementary Education and Special Education. These changes are scheduled to take effect for those students admitted to candidacy beginning fall 2010. Faculty across all departments in the College are to be congratulated on their dedication to this complex collaborative process that is anticipated to result in a significant improvement in the overall preparation of our graduates to teach at the K-6 level.

10. Other

DAC meetings originally scheduled for April 5, 2010 and May 3, 2010 have been cancelled. The next DAC meeting will be held on April 19, 2010.

Respectfully submitted,

Regina McCreary
Recorder