

Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619
10:00 AM – 12:00 PM, March 5, 2012

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

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

1. Information Update

The staff position of PC Application Specialist has been approved and the job was posted on March 2, 2012.

Construction in UCOM is ending. Four faculty offices have been keyed, and plans are to utilize the remaining offices for our development representative, Aimee Meyers, graduate assistants and visiting faculty. Offices will not be occupied until furniture arrives from the engineering department in late April or early May.

The CISSTEM Director Search has ended with the recommendation that Dr. Julie Cwikla from the University of Southern Mississippi be appointed on June 1, 2012.

A COE Advisor Report on how many graduate and undergraduate students are being advised by each faculty member was distributed. Dean Hayes asked that optimal faculty utilization be considered as it is reviewed.

We have approval for three faculty searches: an Assistant Professor of Exercise Science in HPELS, an Assistant or Associate Professor in School Counseling in PS, and an Assistant Professor in Counseling Psychology in PS. The University will post all three openings in one ad. Faculty and staff are welcome to send to any list serve they think may have interest. Please copy Ms. Zambrano on any correspondence. Positions will be effective August 15, 2012.

2. Department Pictures – The Chairs were asked to submit a day and time their faculty and staff could be gathered for departmental pictures. Marian will assist in making the arrangements with John Adams, campus photographer.

3. NCATE – The Steering Committee met on February 16 and finalized the conceptual framework. Dr. Baxter is working on graduate dispositions and modeling it after the one for undergraduates. Dr. Guest asked that the transition points be more clearly defined. One issue that should be addressed is the real world experience requirement for non-certification

students. All in all we continue to make good progress toward our NCATE review preparations.

4. University Course Syllabus – This week representatives from each COE department will meet to standardize the syllabus format for our college. We have retained control of the order of our syllabi, but NCATE may dictate some changes.
5. Real World Experience Requirement – The purpose of this requirement is to get university faculty into direct contact with K-12 students in real classroom settings. This state code only affects full time personnel teaching courses leading to certification. A plan must be in place for all faculty affected before the upcoming accreditation reviews.
6. On-line Program Planning – The University is looking to attract prospective students through the creation of new online courses not already being offered on campus. Some of the ideas from COE departments include programs in language acquisition, reading, and non-certification courses.
7. Complaint Log – Dr. Feldman went over the process for entering data into a complaint log on a program he developed in Filemaker Pro. Anyone with the title Chair or above is now required to keep a complaint “log” rather than a paper file. Concerns were voiced over the confidentiality of some complaints, but were alleviated by the fact that reports on this system can be generated to hide any identifying information.
8. Marketing Graduate Programs – Letters have been sent and tallies will be reported to program coordinators for their follow-up of potential applicants.
7. Programming at USABC – An aggressive marketing campaign is being developed for course at USABC and plans are underway to offer the K-6 Teacher Education program face to face.
8. Summer Contracts – Sample contract letters have been distributed by Academic Affairs, but a revised version of the full time summer contract letter will be forthcoming within the next few days.
9. Annual Fund Campaign – Aimee Meyers encouraged giving to this year’s 50th anniversary of the annual fund campaign. First time givers who give at least \$50 will have their funds matched by the University. Also, anyone creating their own named endowed scholarship, or supporting an existing endowed College of Education scholarship, will receive matching funds. All employees should have already received their confidential giving envelopes. The campaign ends on April 5th.
10. Other – Honors and Awards nominees from faculty are due back to the Chairs by March.