

Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619

10:00 a.m. – 12:00 p.m., September 8, 2008

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

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

1. Information Update

- a. Dean Hayes distributed a copy of the proposed 2008-2009 COE Standing Committees and asked to be notified of final revisions by day's end.
- b. Statistics were provided on the Rank Order of Graduate Program Enrollments. Overall graduate enrollment in the College of Education continues to decline. Enrollment dropped from 947 in the Fall 2004 to 687 in the Spring 2008 reinforcing the need for recruitment efforts as undergraduate students approach graduation to encourage graduate program enrollment.
- c. The Fall 2008 Faculty Meeting is scheduled for Thursday, September 11th at 3:00. Department Chairs will be asked to introduce new faculty members from their departments. In addition, Jean Tucker, University Attorney will conduct an EEO Harassment Workshop.
- d. Fall Semester 2008 Enrollment Numbers by Major were distributed.

2. TracDat Re-training

A TracDat Re-training session has been scheduled for Tuesday, September 16, 2008 from 3:00-4:00 in UCOM 3619. COE Administrators, Chairs and Program Coordinators who have not already attended a session are required to attend.

3. Accountability

An article from The Chronicle of Higher Education entitled *Congress Shows Colleges They're Not Off the Hook on Accountability* was distributed and discussed briefly. Notably, the article made reference to the bill passed in August to reauthorize the Higher Education Act, which will double colleges' reporting requirements, making them disclose considerably more information about their graduation rates, grant aid, and -- specific to Colleges of Education -- the success of their teacher-training programs.

4. SACS Review

Dean Hayes reported that the COE is in relatively good shape for the SACS review. Dean Hayes asked Chairs and Directors for assistance in two ways. 1) A quick turnaround time to any inquiries made of them relative to SACS reporting and 2) to review their department's information on the website to make sure the content is accurate and relevant and that all links are still active.

5. Transient Credit Approval

The Transient Credit Approval process and approval signatures were discussed. The final outcome was that courses requested for transient credit which are already contracted as part of the STARS Articulation Agreement need only be approved in the Advising Center, with Dr. Peggy Delmas' signature of approval. However, all other courses approved for transient credit must be routed through the Department for review and approval of the Chair and forwarded to Dr. Delmas and the Advising Center, who will in turn, secure an approval signature from Dean Chilton or Dean Hayes.

6. Orientation Surveys

Dr. Peggy Delmas reported on the results of the Freshman Orientation Survey and Transfer Orientation Survey that the COE Advising Center conducted during Fall 2008 sessions. Dean Hayes also provided a copy of the University's Profile of Transfer Students and asked that Dr. Van Haneghan and Dr. Delmas review and discuss at the next DAC meeting.

7. Budget Reduction Measures

Information on Budget Reduction Measures was distributed which includes:

- Hiring and reclassification freeze implemented June 5, 2008.
- Overtime controls are being implemented October 1, 2008.
- Effective October 1, 2008, the University will no longer pay for cellular telephones for University employees.
- Effective October 1, 2008, hourly employees may apply for the voluntary option, with supervisor approval, of working four 9-hour days for a total of 36 hours per week.

Detailed memorandums relative to each of these measures were also provided.

8. Faculty Goals, Vita, and COI/COC Forms Submission

Dean Hayes asked that as Chairs review goals with faculty, they also collect a current Vita (specific format) and require that Conflict of Interest and Faculty Consulting forms be submitted at the same time. A standard Vita format will be revised and sent to Chairs for distribution to the faculty.

Also, it was noted that the faculty COI and COC forms are to remain in the Department, once approved by the Chair. On October 1st, each Chair is to submit a memo to the Dean certifying that a copy has been received from each faculty member, along with a list of those faculty.

9. Teacher Preparation Programs Field Services Manual

Dr. Kent reported that a meeting is scheduled for Tuesday, September 9, 2008 to begin the development of this manual.

10. Other

Dr. Delmas asked Chairs to remind faculty about the Finger Printing session to be held Monday, September 15, 2008. Demand will be high for this session, which will be handled on a first come, first serve basis.

With there being no further business, the meeting was adjourned at 12:10 p.m.

Respectfully submitted,

Kathy Beck
Recorder