

**Minutes**  
**Dean's Administrative Council**  
**College of Education**  
**University of South Alabama**  
**UCOM 3619**  
**10:00 AM – 12:00 PM, April 6, 2009**

**Members Present:** Dr. Richard L. Hayes, Dean; Dr. Thomas L. Chilton, Associate Dean; Dr. Phillip Feldman, Associate Dean; Dr. Harold Dodge, Interim 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. Abigail Baxter, Director, Graduate Studies and Research; Dr. Andrea Kent, Director, Field Services; Kathy Westbrook, COE Faculty Senate Representative; and Dr. Peggy Delmas, Director, Student Advising

Dean Hayes called the meeting to order at 10:05 AM

**1. Information Update**

For information and review, Dean Hayes distributed the following reports:

**a. Textbook Requests**

Dean Hayes distributed a Textbook Request Report for Fall 2008 and Spring 2009. The report contained the COE compliance percentage rate with the University deadline dates for textbook requests. The COE compliance percentage rate was reported as 73% for Fall 2008 and 94% for Spring 2009. Questions were raised regarding late textbook requests. The addition of new sections and the reopening of sections for late registrants were cited as central causes.

**b. 2009-2010 USA Foundation Travel Funds for Probationary Faculty**

The USA Foundation contributed \$165,000 in travel funds to the University. Dean Hayes stated due to the funds to faculty ratio, travel funds from this source will be restricted for 2009-2010 to untenured tenure track faculty on a competitive basis. The COE is exploring alternative funding sources to support a broader range of faculty initiatives requiring support for travel.

**c. Sponsored Activity Report – Oct 2008 – March 2009**

The COE continues to do well reporting \$4,950,378 in external funding.

**d. SmartBoards**

SmartBoards will be ordered for placement in several classes/labs in UCOM and the Baldwin County Campus.

**e. TracDat/SACS Review**

All TracDat information has been sent to the Institutional Research Dept for the SACS Review.

**f. Performance Comparison for Alabama's School Systems.** Statewide data on a variety of achievement measures was distributed that shows Mobile County schools are among the leaders in providing quality education for students from low income families and minority groups.

**g. Grantsmanship Workshops**

Dr. Feldman reported having concluded four workshops as of Friday, April 3, 2009. Participants represented all departments in the COE. Topics included finding grant opportunities to submitting a good proposal. The workshops produced topics and titles to all participants for actual proposal submissions at the end of the semester.

**2. Summer Schedule**

Dr. Chilton reported the Summer Schedule is complete. We have a "standby" online course in Elementary Education ready in case of higher graduate enrollment. We are currently waiting on the admissions report out of Admissions Office to get an accurate enrollment count.

**3. Center for Autism and Developmental Disabilities**

Dr. Dennis Campbell reported on the USA Center for Autism and Developmental Disabilities stating the mission of the USA Center for Autism is to coordinate and expand the University's capacity for transdisciplinary research and service activities to improve the quality of life for individuals with autism and other developmental disabilities. The University has formed the USA Autism Interest Group consisting of disciplines from College of Allied Health, Arts & Sciences, Education, Medicine, and Nursing. The group will present their first Autism Grand Rounds Meeting on Friday, April 10, 2009.

**4. Strategic Objective: Academic Affairs 2009-2010**

Dean Hayes distributed the 2009-2010 Objectives for the Division of Academic Affairs specifically relating to raising the standards in the COE on faculty research activity, diversity, SACS accreditation, and excellence in instruction. The objectives prompted discussions from the DAC on what is being done in the College to ensure objectives are met, what we needs to be done to document progress in meeting stated objectives at the faculty, program, department, and college levels, and what resources will be necessary to achieve these results.

**5. State Plan for Alabama Higher Education 2009-2014**

Dean Hayes distributed "*Forging Strategic Alliances: State Plan for Alabama Higher Education 2009-2014*" to increase awareness of the need to increase postsecondary educational attainment in the State of Alabama.

**6. Mandatory I-9 Procedures for all New Employees**

The University has mandated a new I-9 policy for new hires, students, and faculty, effective April 3, 2009. Dean Hayes distributed the guidelines to the DAC along with instructions to share this information with faculty and staff. Regina will meet with the COE staff and department chairs to answer any questions to ensure adherence to the new policy.

## **7. Faculty Grant Incentive Plans**

### **a. Faculty Incentive Plan**

Dean Hayes addressed the Faculty Grant Incentive Plan stating President Moulton has approved a revised version of the original faculty incentive plan. This plan's effective date is Oct 1, 2008. The plan requires the PI to charge academic salary to a grant in order to qualify for an incentive payment. There are a few key changes in the new plan: (1) The maximum incentive payment that can be earned by a faculty member is \$15,000 per year; (2) A maximum of two investigators per grant may earn an incentive payment; (3) Only grants that are competitively reviewed may qualify for an incentive payment; (4) No incentive payments will be made to investigators who receive awards as a requirement of the agency or by virtue of the office they hold; and (5) Incentive payments are not subject to Alabama Retirement System Contributions.

### **b. ARRA Faculty Incentive Plan**

Dean Hayes addressed the ARRA Faculty Incentive Plan stating Dr. Russ Lea, Vice President of Research has introduced the "*American Recovery and Reinvestment Act Faculty Incentive Plan*" to encourage faculty to participate in submitting more grants to federal programs to capture new funds allocated by the federal government. To recognize the individual efforts of our faculty to react quickly to these new funding sources, the Research Office is prepared to provide monetary incentives to qualifying principal investigators, and co-principal investigators under the following guidelines: (1) Submit a proposal that will be competitively reviewed by any federal or state agency for over \$50K (total) between now and September 30, 2010; (2) Route the proposal through Dr. Phillip Feldman to be evaluated by a COE Faculty Review Committee; (3) Upon a successful review and submission, the Research Office authorizes a \$1,000 payment to the PI and a \$500 payment each to no more than two Co-PIs; (4) If an award is received, the Research Office authorizes a \$2,000 payment to the PI and a \$500 payment each to no more than two Co-PIs; (5) There will be no limit on the amount awarded to individual PIs and Co-PIs as long as new proposals are developed and submitted to competitive federal programs prior to September 30, 2010.

## **8. Fact Sheet of USA Service to South Alabama's Children**

Dean Hayes distributed the Fact Sheet of USA Service to South Alabama's Children specifically relating to establishing a ready reference of ways in which USA has a beneficial impact on the well being and development of children up to college age in southern Alabama. A list of services to South Alabama's Children was included in the handout. Dean Hayes has asked the DAC to share this information with their faculty by asking them to draft a half page or one page narrative describing the nature of these services, their role as a faculty member, and the

value the college add to these community programs. The narratives will be coordinated by the department chairs and forwarded to Dr. Feldman for consolidation by May 1, 2009.

**9. Other**

Dr. Chilton gave an update on .NExT stating all new courses will be developed in the .NExT format.. All Fall and Spring courses currently offered will need to be identified (by faculty) by the week of April 13<sup>th</sup> to begin the migration to the .NExT platform. Later, migrated courses will be available for faculty viewing for accuracy by the first week in May and June. After review and approval courses will be moved to the new term when the course is to be taught. A single version of the faculty member's course will be converted to the new platform. All other versions and previous terms will still be available for faculty to view.

Summer courses will not be converted until after this summer term is concluded. After the migration has begun, It is important that faculty not make changes in their course shell until after the conversation/migration process is completed. eCompanion course shells will not be changes for fall term 2009, but should be converted in time for the winter term 2010.

With there being no further business, the meeting was adjourned at 11:45 a.m.

Respectfully submitted,  
Regina McCreary  
Recorder