

**Minutes**  
**Dean's Administrative Council**  
**College of Education**  
**UCOM 3619**  
**10:00 AM – 12:00 PM, July 9, 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. Frederick Scaffidi, Chair, Health, Physical Education, and Leisure Studies; Dr. Charles Guest, Chair, Professional Studies; Dr. Wanda Maulding, Director, NCATE; Dr. James Van Haneghan, Director, Assessment and Evaluation; Dr. Peggy Delmas, Director, Student Advising; Dr. Abigail Baxter, Director, Graduate Studies and Research; and Dr. Christopher Keshock, COE Faculty Council Representative. Ms. Aimee Meyers, Development Specialist, also sat in on these discussions.

Dr. Andrea Kent, Director, Field Services; was absent.

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

1. Information Update

a. Faculty Searches – Dr. Shawn M. Mitchell has accepted the position of Assistant Professor of Exercise Science in HPELS effective August 15, 2012. An offer has been made to Dr. Sally Lewis for the position of Assistant Professor of School Counseling in Professional Studies, and her response is expected in the next few days. The Counseling Psychology opening in Professional Studies has been extended. Two new positions as Clinical Instructors in LTE have been advertised and applications are forthcoming.

b. Clinical Appointments – The proposal to establish these appointments is before the subcommittee of the Faculty Senate which will be meeting in August to review and approve the proposal.

c. Performance Evaluations – Please have your drafts to Marian for typing by August 1<sup>st</sup>. Also, please remember that university policy calls for the Dean's signature before it is reviewed with the employee.

d. EDL Ed.D. – An informational survey was sent out to most areas in the state and responses indicate there are approximately 65 interested in entering this program in the state of AL. Permission is being sought through IRB before this survey can be distributed to the MS Gulf Coast CC. A proposal is on schedule for submission to ACHE by the end of August.

e. Credit Hour Policy and Procedure – Federal policy now requires universities to have a policy for determining the number of credit hours given for completing a course. University policy is being developed to respond to this regulation.

f. Fundraising Report – Aimee Meyers from Development distributed a report comparing donors and gifts to the COE this year as compared to last. Jagline has increased giving by two and a half times over last year.

2. COE Alumni Association – Aimee Meyers addressed the issue of reengaging the COE alumni by getting them involved with the 50<sup>th</sup> year anniversary and/or through the COE alumni society. Mary Michael Campbell explained that colleges are not allowed to have chapters, but are allowed to have alumni "societies". For the past two years the COE has been working on forming its own society, first by developing a constitution and bylaws, and acquiring a petition and submission of a charter. Suggestions were solicited to encourage greater outreach to alumni that included the creation of a

networking group such as Facebook and/or a website; USA guest speakers; awarding continuing credit to school faculty willing to participate; presentations to graduating student teachers; adding a student to the board; and encouraging greater alumni board membership from HPELS and PS.

3. Ad Hoc Budget Control Committee – A memo was shared from President Moulton to Wayne Davis appointing him as chair of an ad-hoc committee (which also includes John Smith and Dr. David Johnson) and charges them with presenting a balanced budget to the Board of Trustees at their September 2012 meeting. They will be responsible for approving all O&M positions that become vacant and determine the necessity for filling them. In all cases, if at all possible, positions are to be kept vacant for a minimum of six months (which could end up being a year for a vacant faculty position). Consideration should also be given to eliminating and/or combining positions.

4. JagMail - For those considering switching from groupwise to google email now, the suffix on your email address will change from “usouthal.edu” to “southalabama.edu”. One of the major advantages to switching to google is the ability to use many different devices (Ipad, Iphone, etc.) while users are cautioned that sharing calendars can only be undertaken by those using the same email system. University policy will be to let everyone decide for themselves when or if they would like to switch. After our computer department is trained for the switchover, After the training G., Mike and Tim will be able to assist faculty and staff who wish to switch.

5. NCATE – Wanda Maulding went over recommendations made by NCATE consultant, Kathy Rasch to improve responses to each of the Standards. These will be reviewed more thoroughly by a meeting of the standards chairs to be held later this week. Dr. Rasch will consult with us again in September.

6. COE Calendar – Meegie Wheat has developed a COE deadlines calendar in Sakai for faculty and administrators. Email reminders of deadlines are automatically generated to remind those with approaching deadlines. Reminders will include necessary forms and/or directions on what is due. Everyone will have access to a unique calendar in Sakai that will only reflect deadlines for that person from whom some action is required.

7. Other:

50<sup>th</sup> Anniversary - The 50<sup>th</sup> anniversary celebrations are just ahead of us. The kickoff event is Sunday, September 9<sup>th</sup> with the dedication of Shelby Hall. Celebrations will also be incorporated in the homecoming, Distinguished Alumni Banquet, Founder’s Day and as many events as possible. Dean Hayes encouraged everyone with any event to incorporate the 50<sup>th</sup> anniversary celebration (funding may also be available for events incorporating the anniversary), and to try to attend as many celebrations as possible to give the greatest amount of publicity to the College of Education and possible donors. The University’s goal is to obtain 50,000 donations. There is a new logo associated with this celebration that should be used as much as possible during the course of the year.

E- College – before the end of this month E-college will be replaced by SAKAI, and a link will be created to Foliotek for both the faculty and students on their home page. All faculty evaluations will be done in Class Climate.