



Dean's Administrative Council

Minutes of Meeting

July 13, 2015 at 10:00 a.m.

Dean's Conference Room (3619)

Members Present: Dr. Richard L. Hayes, Dean; Dr. Andrea Kent, Associate Dean; Dr. Andre Green, Chair of Leadership and Teacher Education and Director of Grants and Contracts; Dr. John Kovaleski, Chair, Health, Physical Education, and Leisure Studies; Dr. James Stefurak, Chair of Professional Studies; Dr. Susan Santoli, Director of Graduate Studies; Dr. Stephanie Stewart, Director of Academic Assessment; Mr. Josh Wooden, Director of Academic Advising; and Dr. John Dagley, President of the College Faculty Council; Ms. Aimee Meyers, Development Liaison; Ms. Jennifer Simpson, Director of Field Services.

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

Dean Hayes began the meeting by welcoming Ms. Dana Burleson, the new Administrative Assistant for the College of Education and Dr. John Dagley, Chair of the College Faculty Council.

1. Information Update:

- a. Faculty Searches - Dr. Green reported two Reading Instructor positions should be posted this week. He also has six additional positions currently in the final approval process (Reading, Math, Special Education, and Education Leadership). Dean Hayes noted that we have permission to post one ad for the six positions for which there is available funding for four positions. Dr. Kovaleski reported no active open positions. He also noted that Dr. Chatfield will need to be replaced, and Dr. Mitchell Woltring, Sports Management, is now on board. Dr. Stefurak anticipates submitting a request to hire additional faculty to support the IDPI and CCP programs
- b. Staff Searches - Dean Hayes noted that all staff positions have been filled as follows: Ms. Dana Burleson, Administrative Assistant; Ms. Melodie Williams, Accounting Clerk IV; and Ms. Jamie Lett, Academic Records Specialist.
- c. Dean Search – Dr. Kent has been appointed Interim Dean effective August 15, 2015. The outside firm will be conducting a new search for the University. Dr. Kent noted that Dean Wood will remain the chair of the committee and that a new committee will be selected.
- d. TracDat – TD5 new rollout will not disrupt previous data collected. Special dates to make note of are: October 16 - Final TracDat due to OIE; September 25 - COE TracDat Due to SVPA; August 31 - Dept TracDat Due to Dean. Dr. Kent will notify you of any changes.

2. **Short-Term Courses:** Dean Hayes noted that Dr. Charlie Guest is putting a list together. Dr. Stefurak had none to propose. Dr. Kovaleski has one in Leisure Study, an outdoor recreation course. Dr. Green currently has one course in Early Childhood and planning to

add one in Education Leadership. Dean Hayes suggested rolling courses out anytime during the year.

3. **Collaboratory:** Dean Hayes noted that the Collaboratory was designed to create a lab that would encourage collaborative work using our current technology. In order to support faculty using the Collaboratory most effectively, a series of workshops are being developed.
4. **EdTPA/CAEP:** Dr. Stewart provided an update on the process. A Foliotek account has been set up and handbooks are now linked so information is always current. Rollout to students expected spring 2016. Faculty training to be held this fall in potential collaboration with the University of Mobile and Springhill College. Dr. Stewart and Ms. Jennifer Simpson plan to attend CAEP Explore this fall. Dr. Stewart suggested considering collecting syllabi & review for alignment across Dept/COE/USA.
5. **International Initiatives:** Dr. Chilton provided an update on his visit to China in June where he talked with universities promoting the ESOL, Education Leadership, and IDD programs. He also stated that the visit of three Chinese faculty this spring went well and that he will be meeting with them in China the 2nd week in September to discuss further collaboration in the Early Childhood studies program and other options.
6. **Graduate Assistantships:** Dr. Kent referenced the graduate assistantships handout sent to deans by the Provost. She noted that the message indicates we need to help our graduate assistants help us improve their worth to us or we risk losing funding. Dr. Stefurak suggested GA submit a report at the end of each semester.
7. **Convocation:** Mr. Wooden provided the following update on Convocation and Weekend of Welcome events: Saturday, August 15th is Move-In Day; Monday, August 17th Convocation will start at 11:00 a.m.; Lunch on the grounds outside the Mitchell Center at 12:00 p.m.; and Open House for the colleges from 1:00 – 3:30 p.m. New faculty orientation will be held on Monday as well. Classes will start on Tuesday.
8. **BPN Applicant Tracking Workbook:** Ms. Dana Burleson provided information on the new BPN Applicant Tracking Workbook for departmental faculty searches. A workbook for each department will be created and shared with the chairs in google drive. Chairs will be able to monitor the progress of applicant file more efficiently using this tool.
9. **Administrative Transition Planning:** Dr. Kent stated that she has been tasked with keeping the COE moving forward. She encouraged the council expressing her excitement and confidence in the future of the College of Education. Dr. Kent referenced the handouts from Dean Hayes on the “Mission, Vision, and Goals (2014-2017)” and her handout entitled “Planning for Transition...Keep Moving Forward”.
10. **Other:** Dean Hayes advised that Melodie Williams is now responsible for room scheduling. He advised the chairs to work through the departmental secretaries to coordinate their efforts with Melodie.

The meeting adjourned at 12:15 p.m.