



Dean's Administrative Council

Minutes of Meeting

September 21, 2015 at 9:30 a.m.

Dean's Conference Room (3619)

Members Present: Dr. Andrea Kent, Interim 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; Mr. Josh Wooden, Director of Academic Advising; and Dr. John Dagley, President of the College Faculty Council; Ms. Aimee Meyers, Development Liaison

Dr. Kent called the meeting to order at 9:39 a.m.

1. Information Update:

a. Faculty Searches –

Dr. Green reported all searches (Educational Leadership, Secondary Math Education, Reading Education, and Special Education) are still in process and noted that Education Leadership is receiving the most response. He will look into posting in a couple of different venues to try to attract a more diverse group of qualified candidates.

Dr. Kovaleski reported still having the one opening in Leisure Studies – Therapeutic Recreation. This posting has received a number of hits on the website but no applicants have applied. He anticipates having another opening by the end of the year and will complete a Request to Fill for a new search in Exercise Science. Dr. Kovaleski reported that there are very few doctorate level CTRS candidates available and they are in very high demand. He suggested reverting the position back to an Instructor to attract a master's level CTRS.

b. **Dean Search** – Dr. Green reported that the dean's search committee met with the search firm and created a profile for the position. He indicated that the position should be posted by the end of September. Dr. Stefurak reported that the position was posted in The Chronicle on September 15th. Dr. Green will check the Academic Affairs website and send an email to all faculty regarding the posting.

c. **TracDat** – Dr. Kent provided the following update for Dr. Stewart who was unable to attend the meeting:

- Program Coordinators and Department Chairs have made their updates for the 2014-2015 academic year.
- Linda Hayes (Grad Student) is working with Dr. Stewart to synthesize the Chairs' updates into unit-wide results and should be completed by OIE's 9/26 deadline.
- Based on what she has learned so far, Dr. Stewart will work with Program Coordinators to make some adjustments for the current academic year.

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- Cecelia Martin and Dr. Smith will be meeting with PDs/Chairs beginning in October.
 - The overarching assessment goal will be to begin the process of identifying and/or creating 5 to 6 key assessments per program.
- d. **Grading Policy** – Dr. Kent reminded the council to prepare for Mid-term grading and she reiterated that it is required. She confirmed that the Jag Alert feature is still in effect, nothing has changed.
- e. **Annual Report:** Dr. Kent is currently working on organizing the data for the annual report. Once complete she will send out a copy to the chairs to verify that the information is correct.
- f. **U.S. News and World Report:** Dr. Kent has been working with Institutional Research to obtain data needed. They have agreed to provide us access to the data, so that in the future, we can run our own reports. Dr. Stewart will work with them to obtain the last pieces of data required.
- g. **State Authorization Status:** Dr. Kent provided a handout with a list of states that have been approved as a SARA State. The university is moving forward to complete all necessary paperwork. We can teach online as long as we do not have a physical presence in these states (advertise/internships, etc.).
2. **Fall Enrollment:** Dr. Kent provided a hand out and a status update on fall enrollments.
3. **Part-time Employees:**
- a. if full time staff, no more than 3 hours unless approved prior to semester;
 - b. if courses are stacked, must indicate on contract;
 - c. must contact Paula for exact language for contract.
4. **Unfinished Foliotek:** Dr. Kent provided a “Report Details” reflecting all outstanding foliotek for Fall 14, Spring 15, and Summer 15. Alla has emailed reminders to all faculty. Dr. Kent asked the chairs to encourage their faculty to finish their foliotek.
5. **Summer 2nd Term Registration:** The University is exploring having a “separate” summer registration for 2nd term. Dr. Kent suggested that the chairs talk with their faculty about the possibility of having term courses.
6. **Advisory Board:** The COE is considering establishing an outside advisory board for the college. Dr. Kent is working with Ms. Aimee Meyers and Josh in Development to help develop the board. There are two main purposes for incorporating the board, one is for development and the other is so we can gather input from across the community that has a vested interest in education. Dr. Kent welcomed input and ideas from the council regarding potential members of the advisory board. Plans are to have everything in place by December.

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7. **Use of University Space, Facilities, and Grounds:** Dr. Kent provided the handout “Use of University Space, Facilities, and Grounds” for review and discussion. The purpose of this policy is to promote the free exchange of ideas and the safe and efficient operation of the University. Dr. Kent encouraged the chairs to read through and to be aware of the details of the policy.
8. **Electronic Media Recruitment/Retention Sub-Committee:** This topic was tabled until Dr. Stewart's return.
9. **Other:** N/A

The meeting adjourned at 10:35 a.m.