

Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619
10:00 AM – 12:00 PM, March 9, 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. Spring Enrollment Data**
- b. Advisor Assignment Report – Spring Semester 2009**
Dr. Hayes distributed an Advisor Assignment Report and addressed the recurring complaint of students that they are not being properly advised. Questions were raised regarding the distribution of faculty to advising assignments. Erroneous or outdated information from faculty and the USA Admissions Office were cited as central causes.
- c. Sponsored Activity Report – Oct 2008 – Feb 2009**
- d. Classroom Facilities Satisfaction Survey**
The College of Education rated “Excellent” on the Classroom Facilities Satisfaction Survey compiled by the USA Institutional Research and Planning Office.
- e. Academic Calendar**
The academic calendar for 2009-2010 has been approved. The academic calendar for 2010-2011 is under review by University administrators in an effort to respond to student requests for a fall semester break, and to ensure sufficient class meeting following the Thanksgiving Break and timely reporting of graduates
- f. Jag Jobs**
A brochure identifying the process for securing University jobs was distributed.

2. Summer Schedule

Dr. Chilton addressed the DAC asking for suggestions for “standby” on-line courses for the summer stating that the COE can handle a ten percent increase in summer enrollment. If for some reason we were to have a significant increase in graduate enrollment for summer, we might need a “standby” online course in Elementary Education or Reading that we could open if we needed. Reading folks have indicated that they could have a section ready to open if needed.

2. Budget Analysis

Dr. Hayes distributed the power point presentation from the AACTE Webinar entitled “A New Administration + A New Congress = New Opportunities” to point to new grant opportunities geared towards teacher recruitment.

a. Department Faculty Meetings
Dr. Hayes will attend department faculty meetings to answer any questions on the budget.

b. Travel
Dr. Hayes announced the re-authorization of travel to support the professional development activities of untenured, tenure-track Assistant Professors in the College of Education.

4. TracDat/SACS Review

Dean Hayes distributed the College of Education Mission, Vision, and Goals (2008-2013) specifically related to research and to service to aid departments in formulating research and service goals for entry into TracDat.

a. Research Outcomes

Dr. Hayes distributed the Research Outcomes for Academic Units: 2007-08 report with information in terms of the number of research outcomes for the TracDat/SACS Review

b. Assessments are to be completed by 3/31

5. Grantsmanship Workshops

Dr. Phillip Feldman will conduct a series of four workshops starting March 13, 2009 to provide hands-on assistance to the faculty in the development of a research proposal. The workshops are: (1) Organizing for Grant Writing (2) Sources for Funding (3) Tips and Strategies (4) Following Agency Guidelines. Dean Hayes announced an incentive program introduced by Dr. Russ Lea, Vice-President of Research Administration. The incentive program includes monetary rewards of up to \$1,000 for PIs and co-PIs submitting pre-approved proposals for externally funded research.

6. Update Faculty Handbook/Role Descriptors for COE

Plans are underway to update current descriptions to reflect recent changes in administrative roles in the College.

7. Other

Dr. Chilton announced the College of Education is moving to the new eCollege platform of courses called **NExT**. The first stage of this move will consist of converting some preliminary courses for testing. Then the Spring 2009 and Fall 2008 courses will be converted to eCollege .NExT starting around April 30, 2009. The Summer courses will move to eCollege .NExT in August, 2009. Dr. Chilton will meet with the eCollege representative from each department to discuss the development of courses. Faculty will need to have the courses ready to move on the specified dates and any changes to the course after the conversion date will have to be updated in the new system.

With there being no further business, the meeting was adjourned at 12:05 p.m.

Respectfully submitted,
Regina McCreary
Recorder