

Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619
10:00 AM – 12:00 PM, September 19, 2011

Members Present: Dr. Richard L. Hayes, Dean; Dr. Phillip Feldman, Associate Dean; Leadership and Teacher Education; Thomas L. Chilton, 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. Peggy Delmas, Director, Student Advising; Dr. Andrea Kent, Director, Field Services; Dr. Abigail Baxter, Director, Graduate Studies and Research; and Dr. Christopher Keshock, COE Faculty Council Representative.

There were no members absent.

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

1. Information Update
 - a. Headcount Enrollment Fall 2011 - Enrollment is down, especially among minorities, who are most likely to be affected by the economy. We are working toward a balance between finding adequate resources and maintaining the current level of faculty. In order to get the resources, we must grow the programs and /or secure external grants and contracts. Resources are closely tied to the retention of students. Rising ACT scores for admission over the next few years will make admissions even more selective. Faculty must become more responsible for and involved in recruitment and retention. Unless we grow, programs and the use of adjunct faculty will have to be reduced or suspended. Recruitment will require every single faculty's ownership and commitment to making it happen.
2. NCATE – Dr. Maulding announced the second steering committee meeting for NCATE had just been held and the committee was in the process of finalizing the wording of the Conceptual Framework. She had also recently met with the Standard III Committee and charged them with taking us from acceptable to target. The graduate student survey will be used to demonstrate service learning for graduates.
3. LMS Migration Update – Sakai migration might be initiated by the end of the fall semester 2011, but we may not be online until the fall of 2012. The tentative plan to accomplish migration is to use funds that would have been spent on an outside vendor to pay faculty to do the migration. The plan at this time is to begin offering all courses (fully online, blended, and web supplemental) with Sakai beginning with the summer term 2012. Spring 2012 would be the last term any COE courses would be offered in eCollege.
4. Socio-cultural competency requirement – P. J. Danneker, LTE, is working with faculty to explore alternatives for preparing our candidates in the use of various linguistic forms in the classroom.
5. Transfer Student Orientation – Dr. Delmas distributed the transfer student orientation survey. Dr. Delmas made a strong appeal to the chairs to ask for faculty volunteers to help with orientation. They do not have to play an advising role in this process, just be there to assist students with the mechanics of getting registered. This task may need to become a service responsibility assignment for faculty and possibly graduate assistants and/or graduate student assistants. The chairs were charged with identifying faculty to help.
6. Trac Dat entries are due to the Dean today.
7. Internal Equity Analysis –The Senior Vice President has undertaken an internal equity analysis based on the past five years performance of faculty using the AAP results by department. Results will be communicated to those faculty whose salaries are to be adjusted as a result of the analysis.

8. Faculty Handbook Revision - Reporting Grades – The Faculty Handbook has been updated to state that faculty or the department chair are the only persons authorized to submit grades. Staff and/or graduate assistants are not allowed to submit grades.
9. FERPA Release Form – A FERPA release form has been approved for use by faculty when provided with a medical excuse from a student. Once signed, the form gives university officials permission to verify medical excuses with the relevant professional. A statement informing students of this requirement will be prepared for inclusion in the syllabus.
10. United Way Campaign – Dean Hayes is co-chair of this year’s annual United Way Campaign. All faculty and staff are encouraged to give what they can to support the 52 charities that draw upon these contributions.
11. Graduating Seniors Survey – Our responses this year went from 85% to 92% and indicates we are doing good to excellent across a range of categories. Fifty percent of our graduating seniors indicate that they plan to go to graduate school, and very few consider this their terminal degree.
12. Travel Authority and Course Formats – Faculty and Chairs are asked to provide clear statements when requesting to be absent from campus as to how, when, and by whom their instructional responsibilities will be met. Faculty are reminded that blended courses require more than 15% and less than 85% of instructional time on campus. All blended courses must match their syllabus, indicating the date/s when the web-enhanced portions of the course will occur and describing the method of instruction. Online courses can be logged into from anywhere.
13. Other – Homecoming will be October 15th this year. In conjunction with other colleges university-wide, we plan to have a homecoming reception for all our students in the COE from 2:30 – 3:30 on Friday, October 14th. This will be followed by a pep rally at the Moulton Tower from 4:30 – 5:00 and a parade on campus at 5:30. A hospitality tent will be available for the COE at the football game on Saturday.