

Minutes
Dean's Administrative Council
College of Education
UCOM 3619
10:00 AM – 12:00 PM, September 24, 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. Brenda Litchfield, Interim Chair, Professional Studies; Dr. Peggy Delmas, Director, Student Advising; Dr. James Van Haneghan, Director, Assessment and Evaluation; Dr. Andrea Kent, Director, Field Services; Dr. Christopher Keshock, COE Faculty Council Representative; Dr. Abigail Baxter, Director, Graduate Studies and Research; and Dr. Charles Guest, Interim Associate Vice President for Institutional Research.

Dr. Wanda Maulding, NCATE Director, was absent.

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

1. Information Update
 - a. Faculty Searches – The search continues for an assistant professor, counseling psychology in Professional Studies.
 - b. EDL Ed.D – Proposal is in final stages of preparation prior to submission to the Curriculum Committee, after which it will go to the SVPAA and President for approval prior to submission to ACHE.
 - c. Enrollment Services Profile 2012 - There is nothing new in the enrollment piece, but while USA is preparing better teachers and ACT scores from our feeder schools are going up, the COE's enrollment continues to go down. Enrollment Services suggests that enrollment declines may be due to students choosing two year colleges because of a change in federal financial aid.
 - d. Fall Credit Hour Enrollment – COE enrollment is down when compared to figures from other colleges of education across the state. Conversations with other coe deans supports the conclusion that enrollment is down approximately 25% across the state. Efforts will be undertaken to secure reliable data for further review.
 - e. ATTNET In-State Calling – Unlike before when the University had a blanket policy, each college will now be charged when anyone makes a long distance call. Everyone is urged to be prudent with their use of long distance.
2. SACS — Dr. Guest addressed the DAC regarding the University's progress regarding the impending SACS review. The SACS compliance report has been submitted and concerns identified during this process that may also affect the COE's impending NCATE review. The most important among these issues is demonstrating institutional effectiveness – showing an assessment system that is comprehensive and how data were used to make decisions. More data need to be put into our TracDat system to enable and enhance assessment of the quality

of services provided and to support decision-making. There appears to be confusion about how to use TracDat and the University will be trying to clarify the process one college at a time before the April SACS visit. An offsite team will be providing an initial report in November. A response is due back to them by February 18. Other issues discussed included the lack of consistency in reviewing part-time faculty; faculty members who have an exception to teach outside of their degree will need to develop a portfolio to include their transcriptions, their vitae, certificates and any experience with that coursework by the end of this semester; graduate rigor showing a significant difference between undergraduate and graduate programs; integration of the literature from the syllabi and graduate student research for graduate curriculums; and Quality Enhancement Planning, focused on STEM education and team based learning. An improvement at developing rubrics for data driven decisions is needed.

3. Part-time Faculty Evaluations – Dean Hayes reminded the chairs that it is time to evaluate their part-time faculty. Any faculty member may be visited by someone from SACS or NCATE who may ask to see an evaluation. Chairs may also be asked how they record a student complaint (one not covered by an existing University policy) and should be able to show an example.
4. NCATE – The COE’s plan is to show evidence that Foliotek is used to track student progress, and then explain how these results are used administratively to modify either the student or the program based on those data. Give examples of other measuring systems used the same way, for example: focus groups with P12 partners, final exams, student evaluations of teaching, and employer’s responses.

Everyone who teaches a professional education course, defined by NCATE as anyone who teaches a course listed on the state’s check sheet, needs to go into Digital Measures and document all recency requirements for the state. These recency requirements will have to be met by all faculty and adjuncts by spring 2013, including students who teach a methods class and supervisors of internships. The definition of who is required to have recency is “those individuals employed by a college or university including graduate teaching assistants one or more courses in education, provide services to candidates, supervise clinical experience or administer some portion of the unit.” Modeling best professional practices, 5B, includes the statement that “all professional faculty who are actively engaged in dialogues about the design and delivery of instructional programs, who collaborate regularly and systematically with P-12 practitioners and with faculty and other college or university units, who are actively engaged in the community of learners, or who provide leadership in the profession, schools, and professional associations at the state, national or international levels.”

5. JagMail – The University is moving from Groupwise to JagMail. Everyone may now make the transfer at their convenience. Individuals sharing a calendar must move together to continue to share calendars. G, Mike and Tim are available to assist faculty and staff with this transfer.
6. Student Evaluations of Teaching – With the migration from eCollege to Sakai, on-line student evaluation of teaching is no longer required with the result that participation has fallen to 10%. This is a campus-wide problem, which is being addressed by Charlie Guest. Faculty are encouraged to remind students to complete evaluations of their courses, especially by students who are taking online courses.

7. Credit Hour Estimates are now required for every course. Either chairs or their appointees must review every course to determine how well it satisfies the requirements for the number of credit hours awarded for each class. Chairs are required to report completion of all reviews by December 1, 2012.
8. Jag Alert – Faculty may receive a Jag alert if a student in one of their classes has fewer than 64 credits, even if it is a 300 level course. Faculty members receiving a jag alert must reply in some way, either by telling the student to “keep up the good work” or by replying to the email to let administration know that they have received the alert and that there are no problems.
9. QEP— The Quality Enhancement Plan is a focused on team based learning. Several faculty have expressed an interest in becoming involved including Brenda Litchfield, Phil Norrell, Kelly Byrd, Julie Cwikla, Paige Vitulli, and Joel Lewis. Over the next several years there will be many opportunities to take part in this endeavor ranging from sitting in on meetings to contributing to the work.
10. COE Faculty Travel – Dean Hayes presented the travel budget for each department.
11. Other
Dean Hayes met with State Superintendent Tommy Bice last week to discuss how the College might get available data on the progress of our graduates and to explore how his office might relax several regulations that hinder the College’s ability to carry out functions that are more appropriately the responsibility of the college than the ALSDE. These complaints were supported by virtually every college represented at the meeting. Dr. Bice promised to begin working to correct this situation immediately by reviewing each problem regulation.

A survey is being sent out to all COE faculty asking for a description of experiences faculty have or activities they will be doing to enhance their ability to transmit the values and cultures of diversity. Please encourage faculty to complete the survey.

Dr. Dodge raised several questions regarding liability for accidents incurred while completing required coursework on non-University property. After conferring with our Risk Management department, Dr. Feldman answered the question - the liability falls on the owner of the property on which it happened. University officials will be asked to make a more formal presentation at a future meeting of the DAC.
