



Dean's Administrative Council

Minutes of Meeting

February 29, 2016 at 9:30 a.m.

Dean's Conference Room (3619)

Members Present: Dr. Andrea Kent, 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. Stephanie Stewart, Director of Academic Assessment; Mr. Josh Wooden, Director of Academic Advising; Dr. John Dagley, President of the College Faculty Council; Ms. Jennifer Simpson, Director of Field Services; and Ms. Aimee Meyers, Development Liaison.

Dean Kent called the meeting to order at 9:30 a.m.

1. Information Update:

a. Faculty Searches –

Dr. Kovaleski reported having two open positions; one in Leisure Studies – Therapeutic Recreation and a new search, which is a replacement, in Exercise Science. Both searches are still in the accepting application phase.

Dr. Green reported 3 current active searches (Reading, Math, and Special Education). One candidate is scheduled to come for an interview on March 4th for the Secondary Mathematics position. Both the Special Education and Reading Committees will be concluding their pre-interview searches and will be providing their recommendation this week.

Dr. Kent announced that a generalist position has been approved in LTE to replace Jayne Kennedy. The search will be for a non-tenure Assistant Professor.

b. Staff Search

Dr. Kent reported she is working on reclassifying Josh Wooden's position to include certification officer. The college has been approved to hire another Academic Advisor for the Advising Center to help relieve Josh from advising students since he is taking on additional responsibilities in other areas.

Dr. Green reported hiring Wendy Harrison as the new Secretary V position.

c. Administrative Search

The college has also been approved to begin the search for an Associate Dean. The search committee has been formed for the Associate Dean position. The goal is to have someone in place by April or the beginning of the summer.

d. Advisory Board

Dr. Kent announced the COE Advisory Board will have a kickoff dinner on Thursday, March 17th. The first official meeting is currently scheduled for the summer. President Waldrop, Dr. Johnson, and Dr. Busta will be at the dinner. The department chairs will also be in attendance.

e. Basketball Game

There was a very good turnout for the basketball game that was held two weeks ago. Dr. John Smith was present, along with community leaders from both the education and business side in attendance.

f. Advisor Report*

Dr. Kent provided an update and a handout for the COE Advisor Report for Spring Semester 2016.

g. KDP Advisors

Drs. Peggy Delmas and Linda Reeves had agreed to be the new KDP Advisors.

2. Assessment Update (SS):

Dr. Stephanie Stewart provided an update on CAEP reports. She has solicited faculty input through the program coordinators to provide a final narrative regarding plans and enrollment, etc. She is working with the Dr. Alla Zaharova to update and cleanout the outdated information on the website.

Dr. Stewart noted that the 3 assessment technology presentations are coming up 3/22-3/24. She has started developing key assessment system per program (LTE) which needs to stay on track with the due date of the self-study.

3. Changes to Census Date and Fee Payment Deadlines (AK):

Dr. Kent provided a handout to the committee for review. The census date will be changed from the third day of classes to the end of the fifth day of the class at 5:00 p.m. The changes have to do with the federal government audits of financial aid.

4. Founder's Day (AK):

Dr. Kent noted that we will continue to acknowledge and/or celebrate Founder's Day but due to time constraints this year we will not have a planned celebration. Dr. Kent will send out an email acknowledging Founder's Day and possibly mention it at the COE Honors and Awards Banquet on April 29th. Since next year is our 50th anniversary we will plan to do a large celebration at that time. Dr. Kent solicited feedback from the council and asked for ideas for next year's celebration and moving forward.

5. Faculty Recognition (AK):

The faculty recognition is Friday, April 29th at the Faculty Club. Awards will be presented per department. Dr. Kent asked the chairs to encourage faculty to attend.

6. COE Alumni Advisory Boards Liaison (AK):

Dr. Kent noted that we still need an alumni board advisor to connect with our alumni.

7. Calendar (AK):

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Dr. Kent pointed out the changes and addition to the calendar. The committee agreed, for summer only, to have the council meetings start at 10:00 a.m. instead of 9:30 a.m.

8. Other:

Ms. Aimee Meyers mentioned that the Upward and Onward campaign is still going strong. They invited Mr. Rufus Hudson, Vice President of Regions, to represent the COE as a committee member on the Upward and Onward committee. The committee is charged with raising awareness for what's going on in the COE and to help bring in more scholarship opportunities.

Mr. Josh Wooden noted that scholarship applications are due tomorrow March 1, 2016. Mr. Wooden indicated that we have scholarships available that no one meets the criteria. Ms. Meyers said she will call and work with them to see about getting the criteria changed.

The meeting adjourned at 10:33 a.m.

The next scheduled meeting is **Monday, March 21, 2016 at 9:30 a.m.**