

Dean's Administrative Council

Minutes of Meeting

January 28, 2019 at 9:30 a.m.

Dean's Conference Room (3619)

Members Present: Dr. Andi Kent, Dean; Dr. Andre Green, Associate Dean; Dr. John Kovaleski, Associate Dean; Dr. Susan Santoli, Chair of Leadership and Teacher Education; Dr. Paige Vitulli, Chair of Integrative Studies; Dr. Robert Thompson, Chair of Hospitality and Tourism Management; Dr. Dennis Campbell, President of the College Faculty Council; Dr. Matt Binion, Director of Academic Assessments; Mr. Josh Wooden, Director of Academic Advising; Ms. Jennifer Simpson, Director of Field Services

Members Absent: Dr. Tres Stefurak, Chair of Counseling and Instructional Sciences; Dr. Shelley Holden, Chair, Health, Kinesiology and Sports; and Ms. Aimee Meyers, Development Liaison

Dean Kent called the meeting to order at 9:32 a.m. She welcomed and introduced Mr. Marcus Mitchell, the new Assistant Director of Marketing and Communications.

1. Information Update:

a. Faculty/Staff Searches:

Dr. Santoli (LTE): There are currently 2 open positions with ongoing searches. 1) open rank full-time tenure assistant to full professor in education leadership; 2) non-tenure, full-time assistant professor in elementary education. One elementary education candidate recently came in for an interview. A candidate is scheduled to interview Friday, February 1 for the education leadership position. A request to fill has been submitted for approval to replace Dr. Campbell's position for an assistant professor of special education.

Dr. Kovaleski for Dr. Holden (LTE): There are currently 2 open position with ongoing searches. 1) Assistant/Associate Professor position to replace Dr. Gurchiek; 2) Instructor position – a new position. Both positions will start in August 2019.

b. Educator Excellence Scholarship (AK):

The College was 7 people short from hitting the 44 break-even point. Credit hours of enrollment will be available later which will provide a broader picture. Marcus is helping to get the word out via various avenues. New flyers have been reprinted and

available in Dana's office. Dr. Kent asked the council to remind faculty to help get the word out regarding the Educator Excellence Scholarship. Faculty should be encouraged to share on social media.

c. Cyber Security (AK):

Dr. Kent recently sent an email to chairs from Academic Affairs with a list of faculty and staff who have not taken the mandatory cyber security online training. This training must be completed by February 28.

d. Zoom and Panopto (AK):

Dr. Kent distributed an ILC flyer titled "New Video Applications for Active Learning". Please share with faculty.

2. Recruitment and Retention Efforts (AK):

Dr. Vitulli shared that the Office of Adult Learning recently held a very successful open house. The website is generating 30+ leads a month.

Dr. Santoli suggested having a noon "brown bag" meeting for elementary education people who might be interested. She suggested developing future teacher groups or clubs.

Dr. Binion is currently analyzing student data of those who did not make it into candidacy. He noted that the number of credit hours transferring in from other colleges are high. Discussion ensued regarding possible issues that may be occurring as to why this is happening and possible resolutions. Need to encourage students to use the Praxis study site.

3. USA Online Certification (AK):

Dr. Kent provided a handout titled "USAonline Certification Status Report...". This is a list of FT and PT faculty who have not completed the USAonline certification. All faculty must be certified if you teach online courses. Faculty can contact the ILC to complete the certification or go to the website for more information and instructions. Dr. Kent noted that this is part of the University emergency plan.

4. Publications (AK):

Dr. Kent noted that it is very important that we use USA Publication services. You can submit a price match to Publications and tell Dr. Kent if they can not match and she will take it to the next level for approval, if needed, to go outside of Publications.

5. LMS transition (AK):

Dr. Kent provided two handouts titled "Policy for LMS Certification of Faculty Members" and "LMS Review and USAonline Transition Plan Proposal. The University is proposing a new LMS system and will be examining 2 or 3 different ones with plans to begin piloting in the spring as we move forward to transitioning to a new system.

6. Faculty Position Announcement (JK):

Dr. Kovaleski provided the council with a new faculty position template for ads. There will be a new application process going forward whereby applicants will only be required

to submit a cv, letter of interest, and a copy of their transcripts to make the initial application. Once an applicant is selected to come in for a campus interview, at that point, they will be asked to provide the three letters of recommendation, original transcripts, and the biographical data form prior to coming to campus. The chair of the search committee will need to be actively involved with communicating this to the selected applicants since we cannot conduct an on-campus interview until their applications are complete.

7. Grant Development Program (AG):

Dr. Green provided an update on the Dr. David Bauer's five-part series. The part two (Foundation and Donor Grants) is currently going on in the Collaboratory room with approximately 35 faculty attending this session. As the session continue to move forward he expects to have a total attendance of around 50.

8. Graduate Studies Update (JK):

Dr. John Kovaleski plans to meet with the chairs to review the current bulletin verbiage and the mid-probationary guidelines.

9. Office of Assessment Update (MB):

Dr. Binion provided the following update:

- Count down to CAEP – 3 months out to the narrative. Currently working on the final drafts of the first set of narratives and will then begin to work on the advance standard narratives.
- Finished the EdTPA scores for the fall and will be submitting those scores by Wednesday. Our first attempt pass rate is around 86%. CAEP will want to see our best attempt pass rate which is around 89%.

10. Advising and Certification Update (JW):

Mr. Wooden provided the following update to the council:

- Still reviewing and going through the CIEP forms. Will continue to meet weekly until complete and ready to submit.
- Anna is coming to the University of Mobile in February and several of them are planning to attend.
- Email went out last week to chairs regarding changes to the bulletins. Revisions can be sent to Josh in any format. The Student Assessment Team Committee will be meeting this week and will have a presentation from an outside vendor on the new bulletin software. Josh will be presenting on a new way to format the bulletin.
- USA Day is scheduled for February 23.
- Scholarship deadline is March 1. Giving out \$90,000 in scholarships this year. Josh provided a handout with a list of scholarships that are available with criteria.
- Student Awards is scheduled for March 28. Asking for photograph along with bios which will run continuously on the overhead on stage. Will also have a photo backdrop for photos.

11. Faculty Council Update (DC):

Dr. Campbell provided the following update:

- 8 or the 11 spots are up for new membership. Need to encourage more tenure faculty involvement.
- Need to schedule a faculty assembly for this semester.
- Plans to adjust the current bylaws for clarification.

12. Other (AK):

- Dr. Kent provided an update and a handout titled “Reaching All Learners: Universal Design and Engagement – PE Conference/CoTL 2019. The internal deadline has been extended to February 8. Dr. Vitulli is helping to coordinate the conference and can answer questions and provide more information.

The next scheduled meeting is **Monday, February 25, 2019 at 9:30am.**