

Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619
October 15, 2007

Members Present: Dr. Richard L. Hayes, Dean; Dr. Thomas L. Chilton, Associate Dean; Dr. Phillip Feldman, Associate Dean; Dr. Frederick Scaffidi, Chair, Health, Physical Education, and Leisure Studies; Dr. David Gray, Chair, Leadership and Teacher Education; Dr. Charles Guest, Chair, Professional Studies; Dr. James Van Haneghan, Director, Assessment and Evaluation; Dr. Abigail Baxter, Director, Graduate Studies and Research; Dr. Andrea Kent, Director, Field Services; and Dr. Peggy Delmas, Director, Student Advising and Dr. Burke Johnson, COE Faculty Senate representative.

Dean Hayes called the meeting to order at 9:05 a.m.

1. Information Update

Faculty Search Committee

Dr. Hayes relayed that the Faculty Search Committees met on Friday, October 12, 2007. Dr. Kent inquired and it was confirmed that the Search Committee Chairs would each inform their own committee members of their appointment. It was further noted that University policy dictates that a faculty member must serve, if appointed. However, appropriate permanent committee substitutions could be requested, if necessary. Inviting committee member participation from outside the COE (other college units, public school personnel, etc.) was also encouraged. These non-COE participants can engage in the process, however, they cannot make *official* recommendations as part of the committee.

Secretarial Positions

Dr. Kent confirmed that she had hired a Placement Coordinator (Lamonia Mitchell) who will begin on October 22nd. Dr. Guest confirmed that his Word Processing Specialist position had been filled (Glenda Carpenter) and she will begin October 29th. Dr. Gray reported on the LTE Secretary IV position. One interview was conducted last week and one is scheduled thus far this week.

Folio Tek Workshops

As per Dr. Chilton, workshops for Folio Tek are scheduled:

Tuesday, October 16, 2007, 4:30 PM, Room 3901

Wednesday, October 17, 2007, 3:00 PM, Room 3212

Friday, October 19, 2007, 9:30 AM, Room 3901

These are voluntary, drop in, question and answer sessions. Help screens on the Web have also been created to give step by step instructions on Folio Tek.

2. Recruitment Budgeting

Dr. Guest requested information on sources that may be available to aid in the recruitment of graduate students (travel funds to attend functions to recruit, program posters and publications, etc.). Presently the University has support in place through the Office of Admissions for the recruitment of students, but the target market is generally high school students. Dr. Guest would like for there to be college-wide coordination and cooperation for the purpose of boosting graduate enrollment and increasing the quality of the applicant pool. Dean Hayes asked Dr. Guest, along with Drs. Baxter and Delmas to develop a strategy and a budget proposal to present to the Dean of Enrollment Services for the solicitation of financial support for this effort.

3. Requests for Professional Leave Or Travel

On the University form, a selection must be made from the three following reasons to travel:

- Professional Development
- Consulting
- Other*

*Clarification on the use of this selection by faculty was given. "Other" would encompass reasons such as medical leave, unpaid leave of absence or sabbatical. "Personal" is not considered an acceptable reason to list for Professional Leave or Travel and travel forms cannot be approved with this notation.

4. IDE 010 Reading Exam

Dr. Delmas relayed that some type of intervention is needed when students repeatedly fail IDE 010, Reading Exam (which blocks them from Candidacy). Dr. Delmas and Dr. Chilton proposed that after failing the exam for a second time that students be required to take RED 110, Effective Reading, Language and Study Skills. Dr. Guest expressed concern about the need to support an entire course for an unknown number of students. Alternate ways to provide intervention, such as the use of Reading Program Graduate Assistants, or tutoring services were discussed. Dean Hayes suggested that Dr. Delmas collect some historical research on the progression of students having difficulty passing IDE 010 and how many times each of these students repeated the exam. These data will help identify the number of students that intervention will actually support and also more accurately identify the source of the problem. The discussion will resume and a solution formulated once this information is collected.

5. CPAC Future Teacher Initiative

Tom Sisk, Human Resources Supervisor for the Baldwin County Board of Education has expressed a desire to jointly host with the COE, a function for high school students interested in becoming future teachers. Tentatively set for Spring Semester 2008, it is proposed to consist of a full day of events, such as information sessions with education faculty, joint meetings with education majors, competitions and campus tours. More information will follow.

6. Mentoring Survey

Dr. Feldman briefly reported the results on the Mentoring Survey. Of the 31 respondents, there were three common threads. Faculty (Professor, Associate Professors and Assistant Professors alike) were most interested in 1) the research agenda, 2) developing a professional network, and 3) teaching. Associate professors also listed managing time as an important issue.

The most common items listed as "want to knows" were: funding sources, overload, and advising.

Dr. Feldman was to meet with the Faculty Council today to discuss the results of these findings.

With there being no further business, the meeting was adjourned at 10:35 a.m.

Respectfully submitted,

Kathy Beck
Recorder