

**Minutes**  
**Dean's Administrative Council**  
**College of Education**  
**University of South Alabama**  
**UCOM 3619**  
**10:00 AM – 12:15 PM, June 15, 2009**

**Members Present:** Dr. Richard L. Hayes, Dean; Dr. Thomas L. Chilton, Associate Dean; Dr. Phillip Feldman, Associate Dean; , 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. Abigail Baxter, Director, Graduate Studies and Research; Dr. Andrea Kent, Director, Field Services; Dr. Peggy Delmas, Director, Student Advising and Dr. Tres Stefurak, COE Faculty Council representative. Dr. Agnes Smith attended for Dr. Harold Dodge, Interim Chair who was absent. Kimberly Culbreth, COE Development Officer was also in attendance.

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

**1. Information Update**

- a. **Summer Enrollment Data** – information provided.
- b. **Graduating Seniors 2008-2009: Perceptions of Experiences at USA** – information provided.
- c. **Graduate Student Feedback Survey** – information provided.
- d. **USA Calendar 2010** – the University is contemplating changes to the current calendar structure. More information to follow as changes are approved.
- e. **PETAL Update/New Faculty Orientation** – a copy of the New Faculty Development Plan 2009-2010 was distributed. New faculty are required to design a New Faculty Development Plan in consultation with their department chair and submit to the PETAL office no later than September 15<sup>th</sup>. They are also required to attend one New Faculty Roundtable Discussion, one New Faculty Panel Discussion and at least five additional PETAL sessions. The PETAL office will report completion of the above referenced activities to the Academic Vice President's Office.
- f. **COE Minority Enrollment Summer 2009** – information provided.
- g. **Endowed Scholarship Fund Status** – Kim Culbreth, COE Development Officer, distributed a portfolio of information she had compiled to present to potential COE Endowed Scholarship donors. In addition to Key Facts about the COE, the packet included a list of endowment opportunities, which included a breakdown of dollar amounts needed to fund scholarship levels. In the most recent campaign, the College of Education increased endowed scholarships from two to eighteen. A \$500,000 contribution level was also achieved. Kim encouraged faculty input and suggestions on new ideas to increase donor contributions.
- h. **Sponsored Activity Summary (October – May)** – information provided.
- i. **Title II Institutional Report** – information provided.

**2. Student Complaint Log**

A sample format of tracking student inquiries and issues was provided. There was general consensus that the College already has a system in place by requesting that student(s) with an issue or concern first begin a dialogue at the instructor/staff level, and move higher through the administration (department chair, associate dean, dean, etc) as warranted with appropriate documentation of actions taken at each step. The University also has published Grievance Policies available in print and on-line. It was suggested that a flow chart be developed for students informing them of the appropriate channels to resolve questions/issues and that it be published on the College of Education website, along with a link to University Policies on the matter.

### 3. Master Plan for Space and Facilities

The College of Education will be inheriting over 22,000 square feet of space in the UCOM as Allied Health and Speech and Hearing offices are vacated. A master plan is being developed for utilization of the space, which should include multiple use instructional spaces. Dr. Scaffidi stated that a recent review of space in the HPELS Building reflected that Athletics utilizes 50% more space in the HPELS Building than the HPELS Department.

### 4. Budget Projections

A copy of the College Faculty Planning and Discussion Guide was distributed. As outlined, discussion focused around current academic programs and enrollment, new program ideas and college space utilization with regards to the most efficient use of available resources in light of on-going budget challenges.

### 5. COE Assessment Committee

- a. Trac Dat/SACS Review
- b. Assessment Timeline

Dr. Van Haneghan shared ideas about the responsibilities of the COE Assessment Committee, the faculty that might comprise the committee and the timeline for the components which need to be assessed.

<u>Suggested Assessment Areas:</u>	<u>Timeline:</u>
1. Student Performance	September
2. Faculty Performance	September
3. Facilities and Resources	June
4. Support Services (Advising, OFS, Grad Studies, Student Services, etc.)	June
5. Diversity	December
6. Program Performance	March
7. Trac Dat	September
8. Administration	September
9. Relationships with Partners	

### 6. On-line Courses

The College is moving forward with its efforts to offer more programs on-line, which continue to be in high demand and fill to capacity well ahead of on-campus classes. Programs currently offered on line: Reading, Gifted, ESOL, IDD-Masters, Library Media-Masters, Ed Admin (non P-12 Certification option), Elementary-Masters (with the exception of one course) and AA programs (except for the A&S content courses). Departments are asked to access programs which might be effective on line, to put together a team of faculty and to develop an on-line program proposal. It was also suggested that the COE work in collaboration with area school systems to evaluate the greatest post graduate needs and develop programs to satisfy this demand in the market. Dean Chilton and Dean Hayes are also in discussions about hybrid and cohort course offerings that might also expand on-line offerings, where appropriate.

**7. Praxis for Alt -A Admissions**

State Code now has a provision that will substitute successful completion of the Praxis for currently required pre-requisite courses. Dr. Chilton asked for input relative to the possibility of adopting this provision for our Alt Masters programs. Dr. Chilton asked the committee to continue to give the issue some thought and the discussion will continue at a later date.

**8. Proposed Faculty Searches**

Department chairs have reviewed a draft proposal to the SVPAA to support authorizing searches over the next two years for up to six vacant faculty positions.

With there being no further business, the meeting was adjourned at 12:15 p.m.

Respectfully submitted,

Kathy Beck  
Recorder