

Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619
10:00 AM - January 6, 2014

Members Present: Dr. Richard L. Hayes, Dean; Dr. Wanda Maulding, Associate Dean; Dr. Andrea Kent, Associate Dean; Josh Wooden, Director of Student Advising; Dr. John Kovaleski, Chair, Health, Physical Education, and Leisure Studies; Dr. Christopher Keshock, President of the College Faculty Council; Dr. James Stefurak, Chair of Professional Studies; Dr. James Van Haneghan, Director, Assessment and Evaluation; Dr. Andre Green, Director of Grants and Contracts; and Ms. Aimee Meyers, Development liaison.

Member(s) Absent: Ms. Jennifer Simpson, Director of Field Services and Senior Instructor, LTE and Dr. Harold Dodge, Chair, Leadership and Teacher Education.

Special Guest: Dr. Bree Hayes, President and CEO of The Hayes Group

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

1. Information Update:

a. Faculty Searches – Per Dr. Kovaleski the Leisure Studies position (Therapeutic Reaction) remains on hold as of December 2013. HPELS is submitting a proposal to fill the LS position as well as replacing Dr. Robert Heitman and Dr. Fred Scaffidi both retiring. Dean Hayes will also submit a proposal to Dr. Johnson for the replacement of Dr. David Gray as well.

b. Administrative Searches – Deans Hayes will submit a proposal to Dr. Johnson requesting approval to begin a search for the Chair in Leadership and Teacher Education to replace Dr. Harold Dodge upon his retirement May 2014.

2. Enrollment Projections/TracDat Reporting –Dr. Maulding encouraged everyone to put real numbers not percentages in TracDat. There is a meeting tentatively scheduled with the sub-committee in the college next week.

3. Visiting Scholar Appointment – Dean Hayes distributed a draft of a set of procedures for approving appointment of Visiting Scholars, defined as: All persons who are seeking support, in any form, for teaching, research, or service from the College of Education at the University for extended periods of time (extending two or more weeks).” The University has in place a policy defining the documentation and approvals but lacks a set of procedures for review and selection. The Council was directed to pay particular attention to item 12 on page 3 in the application process (handout). The critical piece for the Chairs to think about is how extensive the review should be. Chairs are to review the proposal prior to the next meeting and provide feedback for revision.

4. **Other** - Dean Hayes introduced the *new* members/positions of the Dean's Administrative Council as of January 1, 2014: Josh Wooden, Director of Student Advising; Dr. James Stefurak, Chair of Professional Studies; Ms. Jennifer Simpson, Director of Field Services; Senior Instructor, LTE (absent) and Darlene J. Eaton, Administrative Assistant to the Dean.

5. **Team Building** – Dr. Bree Hayes

Topics: Developing and Maintaining Effective Teams
Understanding Your Leadership Style

Dean Hayes introduced Dr. Bree Hayes and emphasized her presence here is to help the Council bridge the gap in effective communication between the faculty and the administrative offices.

Using the Meyers-Briggs Type Indicator as a guide, Dr. B. Hayes explored how each individual's personality and expertise contributes to making the Council a successful team. In sum, the Dean's Council is comprised of: pragmatists, academias, careful compliers and enthusiastic innovators which are all strong attributes for a great team.

Meeting adjourned at 12:10 pm.