

Dean's Administrative Council

Minutes of Meeting

November 26, 2018 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. Tres Stefurak, Chair of Counseling and Instructional Sciences; 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. Shelley Holden, Chair, Health, Kinesiology and Sports; Dr. Dennis Campbell, President of the College Faculty Council; Dr. Matt Binion, Director of Academic Assessments; Mr. Josh Wooden, Director of Academic Advising; and Ms. Aimee Meyers, Development Liaison

Members Absent: Ms. Jennifer Simpson, Director of Field Services

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

1. Information Update:

a. Faculty/Staff Searches:

Dr. Santoli informed the council that LTE has the following 2 positions that have been approved and searches are currently underway: 1) open rank full-time tenure assistant to full professor in education leadership; 2) non-tenure, full-time assistant professor in elementary education. Both committees plan to identify qualified candidates before the next break and will make recommendations to bring candidates in for an on-campus interview in January.

Dr. Holden informed the council that HKS is in the process of completing paperwork to submit to Academic Affairs for approval for the following 2 positions: 1) Assistant/Associate Professor position to replace Dr. Gurchiek who is retiring the end of the summer session 2019; 2) Instructor position – this will be a new position due to the growing number of students in classes. Both positions will start in August 2019.

Dr. Kent informed the council that Mr. Marcus Mitchell has been hired for the new marketing position. He will start Monday, November 3 and will work for CEPS on Monday & Wednesday from 8-5 and a half day on Friday. This is a shared position

with Arts & Science. He will work for them on Tuesday & Thursday and a half day on Friday. Marcus will occupy Alla’s old office.

b. Educator Excellence Scholarship (AK):

Dr. Kent asked the council to help get the word out regarding the Educator Excellence Scholarship. Faculty should be encouraged to share on social media. Information on the scholarship will be added to the College website. The advising office has been working closely with Scholarship Services. To date, 74 current students have accepted the scholarship. Dr. Kovaleski provided a hand out and shared the following information to the council:

201920 Applications as of 11/20/18	201820 Applications as of 11/20/17
Total Applications – 130	Total Applications - 123
Total Applications submitted (fee paid) – 46	Total Applications submitted (fee paid) – 31
Accepted – 29	Accepted 26
Total in Progress – 80	Total Incomplete – 77

Total Applications - All who have started or submitted an application.

Total Applications submitted - All who have paid the \$50 fee.

Accepted - All who have submitted and been approved.

Total In Progress – All who have started an application, but not submitted.

c. Office of Adult Learner Services (PV):

Dr. Vitulli provided the following update to the council:

- A new website has been created and shared.
- Working on getting a unique email address and telephone number for the new department.
- Planning a “Week of the Adult Learner” the first week in January.
- Currently looking for a graduate student for an internship to help in the department. Any recommendations should be sent to Dr. Vitulli.

2. Signage in the Building (AG):

Dr. Green informed the council that new signage has been ordered for the building. Signage is expected to be installed by spring semester.

3. College-wide Emails (AK):

All college-wide emails that need to go out for mass distribution must be sent to Dr. Kent first for approval. Once approved, each department may send it out or Dana can send it out.

4. Family Events (AK):

Any time there is a faculty member death (i.e. Gaillard & Dagley) the dean’s office will send out a college-wide announcement. Individual departments can send an email out to their faculty if they so choose. If it is a spouse or parent, emails should come from the department chair to their faculty, if the chair chooses to do so.

5. Transition from WebEx to Zoom (AK):

The University has officially made the change from WeEx to Zoom effective immediately. WebEx can still be used through the spring semester or faculty can go ahead and start using Zoom.

6. Recruitment and Retention Efforts (AK):

Recruitment and Retention efforts should remain on your “to do” list and continue to provided Dr. Kent with feedback. The University has completed two Saturday USA Days and there will have one more on February 23, 2019.

7. Grant Development Program (AG):

Dr. Andre Green announced that Dr. David Bauer has completed the first part of a five-part series. He will be contacting team faculty members in the next few weeks to make sure they are on task. The next session will be held in January. The Center of STEMS will also be partnering with Lynn Chronister's office to offer a Pivot session where faculty from all over campus can come and learn about other faculty research. It will provide them an opportunity to setup their Pivot profiles.

8. Graduate Studies Update (JK):

Dr. John Kovaleski noted that he will work with Jamie this week to follow-up with the 80 in progress.

9. Development Update (AM):

Ms. Meyers provided the following update to the council.

- Received \$3,000 AT&T grants.
- 3 potential scholarships in the pipeline for Counseling, one new scholarship for HTM, and one for LTE.
- Targeting year end giving.
- The Employee Campaign will start in January 2019.
- Approved for University matching for graduate scholarship or funds that do not qualify for the Mitchell Moulton matching.
- Homecoming Class of 1968 (Golden Jaguar) was a success. Dr. Vitulli also attended and we will be reaching out with some potential follow-ups.
- The Alumni Society Social is tomorrow night (Tuesday, November 27) at the Fairhope Brewing Company from 5-7 pm for the Baldwin County area.
- Development and Alumni Relations will be moving December 12 & 13 to the TRP building. Alumni Relations will move to their new building in spring of 2020. The new stadium is scheduled to be ready in the fall of 2020.
- Dr. Kent met with Mr. & Mrs. Long (50 Honorees) along with Margaret Sullivan and Caroline from Development. The Longs were early graduates from the COE.

10. Office of Assessment Update (MB):

Dr. Binion provided the following update:

- CAEP is on the horizon. The first draft of our initial certification standards is complete and back to the committee. Still have the advanced narratives to complete. Should be ready and back to everyone by February 1.

Minutes of Dean's Administrative Council Meeting – November 26, 2018

- Received the first round of EdTPA scores. The breakdown of those scores should be out the end of this week.
- End of semester survey is coming up this week. Surveys will go out to student teachers, cooperative teachers, principal, alumni, and our graduate students.
- Issues or questions regarding LiveText, Digital Measures, Class Climate or any technical issues please see Dr. Binion.

11. Advising and Certification Update (JW):

Mr. Wooden provided the following update to the council:

- First draft chip forms are available. Josh and Jennifer are working through them.
- Bulletin coming up. The chairs will receive a word doc folder for review. Send back to Josh in any format you choose. Faculty should send them to their chair first then to Josh. Angela Coleman has given us some recommendations for program names so that they match up more to the SIP Codes from a SACS standpoint. With the SACS review coming up we should be looking more closely to this issue.

12. Faculty Council Update (DC):

Dr. Campbell provided the council with a handout titled “Faculty Council Minutes – November 7, 2018” for review. The Faculty Assembly will meet this Thursday, November 29. The next elections are scheduled for April 2019 and May 2019 for officers.

13. Other (AK):

- Faculty Directory updates are due to Dana by December 5th.
- Holiday gift for CEPS Housekeepers will be done by individual departments and will no longer be a college-wide push through the dean's office. Each department will do what is appropriate for their areas.
- Dr. Santoli will be out until January 2 starting this week. Dr. Vitulli will be available to handle the day to day issues and signing. Dr. Kovaleski will also be available for graduate questions.
- Dr. Stephanie Hulon is the new Director of SARIC starting next Monday.
- CEPS Holiday Potluck is December 12th at HKS (gym) from 11:30a.m.-1:00 p.m.
- Graduation reception and commencement is December 15th starting at 11:15 a.m.

The next scheduled meeting is **Monday, January 28, 2019 at 9:30am.**