

Minutes
Dean's Administrative Council
College of Education UCOM 3619
University of South Alabama
10:00 AM – 12:00 PM, August 25, 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. Abigail Baxter, Director, Graduate Studies and Research; Dr. Harold Dodge, Interim Chair, Leadership and Teacher Education; Dr. James Van Haneghan, Director, Assessment and Evaluation; Dr. Andrea Kent, Director, Field Services; and Dr. Tres Stefurak, COE Faculty Council Representative; . Absent Member: Dr. Peggy Delmas, Director, Student Advising.

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

1. Information Update

a. **Fall Enrollment Data** – information provided.

2. Academic Program Quality and Delivery

A report from Dr. G. David Johnson, Sr. VP for Academic Affairs entitled: *Academic Program Quality and Delivery: Challenges and Opportunities* was distributed. This report addresses the record decrease in state funding and its impact on the University and how the University plans to continue improving efficiency in the delivery of academic programs to an increasing number of students with fewer resources. Guiding Principles to address this issue were offered in the report and adopted by the DAC as common guidelines to be used across COE departments.

3. Credit Hour Production

Dr. Hayes distributed a Fall 2008 Credit Hour Production Report that presents data and analyses on trends in FTE enrollment and credit hour production by term, subject areas, and FTE faculty members in each department. It was suggested the DAC use this report as a tool for measuring the efficiency of their units and to increase revenue in the college.

4. Draft Budget Plan

Dr. Hayes distributed a draft budget spreadsheet for FY 09-10 and explained to the DAC how the sheet was configured in relation to the COE salary budget, projected budget cuts, lapsed salary and the final share the college is responsible for. Any new hires, if approved, will be added to the tax owed by the college at the end of each year. External funding thru grants and donors was encouraged as a means to relieve budget expenses.

5. COE Assessment Committee

- a. TracDat/SACS Review
- b. Assessment Timeline

Dr. Jim Van Haneghan reported on the make up and responsibilities of the COE Assessment Committee. There will be four meetings per year to review assessment results and a library of the assessment reports will be archived and made accessible to program coordinators and unit head within the COE.

Timeline

Assessment Meeting, September 4, 2009

Assessment Plans and Outcomes are due to the Chairs October 15, 2009

Outcomes and Action Plans are due to the Dean, October 16, 2009

6. Policy on Web-Based and Web-Hybrid Courses

Dean Hayes distributed a draft of the USA Policy being developed for Web-Based and Web-Hybrid Courses stating web-based courses will be delivered using the distance learning format and web-hybrid courses will be delivered with at least 5% to 40% of scheduled class sessions conducted by means in which student and instructor are not in the same physical location. These courses must be equivalent and will be offered following initial approval by the department chair, dean, and University curriculum committee.

7. Disclosure of Student Records

Dr. Fred Scaffidi reported on FERPA stating that no information from records, files, or data directly related to a student other than that defined as “directory information” shall be disclosed or released to any individual or agency outside the University without the prior written consent of the student, except in the case of need by other educational or governmental agencies. Information will be available to University personnel and faculty only for legitimate educational purposes.

8. New Faculty Searches

Faculty Searches are underway to fill one Special Education, tenure track position and one Special Education non-tenure track Instructor position in the Department of Leadership and Teacher Education. Dr. Harold Dodge will continue as Interim Chair for the department.

9. Pandemic Preparations

A pandemic preparation presentation given by Health Services at a Dean’s Council Meeting predicted a potential pandemic in our area by late Fall 2009 or early Spring 2010, which could result in a loss of faculty and staff for a period of time. In response to this prediction, the DAC discussed ways to continue course offerings should faculty or staff become ill or the USA campus close. Points raised were: 1) most of the COE course offerings are available to be offered on-line; 2) all COE faculty have added the eCompanion component to their courses and been given a log-in and password; 3) faculty should designate two faculty as backups should they become ill; and 4) faculty should be flexible in creating and grading assignments for sick students.

10. Telecommunications Monitoring

An e-mail from the USA Telecommunications Office was distributed stating the monthly telephone statement for charges incurred by the COE will no longer be mailed in paper form to the person designated by the department head. The designated person will receive an e-mail from the Telecommunications Office letting them know when the monthly statement of charges can be retrieved electronically. It was agreed the telecommunications monitoring would remain at the college level with one person (Ms. Terri Moberg) checking the monthly report.

11. SmartBoards

The COE has installed a SmartBoard in UCOM 3350 and a Promethean Board in UCOM 3312. The Online Learning Lab has instructions on the use of the SmartBoards posted in the rooms. Workshops are underway to instruct faculty on the use of the Smartboards.

12. APA Publication Manual

Dr. Hayes distributed copies of the new APA Manuals to the DAC for use in their departments.

Respectfully submitted,
Regina McCreary
Recorder