

Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619
10:00 AM – 12:00 PM, April 2, 2012

Members Present: Dr. Richard L. Hayes, Dean; Dr. Phillip Feldman, Associate Dean; Leadership and Teacher Education; Thomas L. Chilton, Associate Dean; Dr. Harold Dodge, Chair, Leadership and Teacher Education; Dr. Frederick Scaffidi, Chair, Health, Physical Education, and Leisure Studies; Dr. James Van Haneghan, Director, Assessment and Evaluation; Dr. Wanda Maulding, Director, NCATE; Dr. Peggy Delmas, Director, Student Advising; Dr. Andrea Kent, Director, Field Services; Dr. Abigail Baxter, Director, Graduate Studies and Research; and Dr. Christopher Keshock, COE Faculty Council Representative.

Dr. Charles Guest, Chair, Professional Studies was absent.
Dean Hayes called the meeting to order at 10:00 a.m.

1. Information Update
 - a. Staff Position - The PC Applications Specialist staff position has been approved and applicants will be sent during the coming week.
 - b. Faculty Searches - Three faculty positions, School Counselor and Counseling Psychology in PS, and Exercise Science in HPELS, have been advertised. The search committees for all three positions will begin reviewing applications on April 16th. Dr. Julie Cwikla has accepted our offer to become the Director of CISSTEM and will begin on June 1st. We will now begin the searches for two more faculty for Baldwin County.
 - c. Summer Contracts - Summer Contracts will be distributed on April 9th.
 - d. Graduation and Retention Rates - The undergraduate admissions criteria has changed to move the ACT up a point to 20 from 19. Official notice will be forthcoming. USA average ACT is 21/22.
2. Department Pictures - LTE and HPELS department pictures have been done. PS still to come. All department individuals should update their pictures.
3. NCATE - Dr. Maulding reported that a draft of the six standard reports will be ready in a few days and will be submitted to the standards chairs for their approval. By the end of the semester these reports will be submitted to a review committee yet to be selected. Dr. Maulding is also compiling a more concise executive report of the overarching ideas for quick reference. QTSS have been matched to the conceptual framework. While documenting these in Foliotek, five conceptual framework descriptors were found that were not measured by QTSS. Dr. Maulding will convene the program coordinator meeting to look at those. The state would have to approve any changes to our teaching standards.

Dean Hayes presented the newly reduced conceptual framework which has now been reduced to its core elements. If anyone can shorten it any further, suggestions are welcome.
4. Assessment of On-line and Blended Learning - A plan and timetable for assessing students who take courses in multiple formats is being developed, especially for on-line and blended learning and Baldwin Co. A list was distributed of all Department of Education courses that currently are taught in multiple formats. The COE is already assessing students in all the courses listed except for ISD 695 and IDE 510. This can be accomplished by accessing the data in Foliotek and migrating it into Tracdat.
5. Programming at USABC - The College of Education will be delivering the entire K-6 merge to USA's Baldwin County campus face to face beginning in the fall semester of 2012, with the exception of one class that is taught only online and one movement education course. This program will require approximately three full time faculty. Approval has been given to hire two new faculty. Sixty percent of instruction must be delivered

by full time faculty. Some campus based faculty may have to go to Baldwin County and teach an overload. The schedule for the next four semesters has already been developed. Because the budget for this is small, plans are to seek approval to hire retired faculty to teach the clinical aspect.

6. USA iPhone APP - USA is upgrading student email services and migrating to a feature-rich suite of communication and collaboration tools powered by Google -- Google Apps for Education. It is currently only available for iPhones, but Android apps will be coming. This app can direct you to your class on campus using GPS and access most any form of information available on our university's website.

7. Jagmail/Google - USA is upgrading student email services in conjunction with the new USA app for education suite of tools. Jagmail emails in Groupwise will be migrated to Gmail this June. Between May and August 15th, the jagmail 1 accounts will migrate. Then the university will compare Groupwise to Gmail, and if the evaluation goes as expected, all Groupwise accounts will migrate to Gmail in August.

8. 50th Anniversary Celebration - Aimee Meyers reported that celebrations for the 50th Anniversary of the University of South Alabama will begin Sunday, September 9th with the dedication of Shelby Hall. Celebrations will also be incorporated in the homecoming, Distinguished Alumni Banquet, Founder's Day and as many events as possible. Dean Hayes encouraged everyone with any event to incorporate the 50th celebration, and to try to attend as many celebrations as possible to give the greatest amount of publicity to the College of Education and possible donors. The University's goal is to obtain 50,000 donations. There is a new logo associated with this celebration that should be used as much as possible during the course of the year.

9. University Course Syllabus - The format for University course syllabi has been completed and was distributed to the DAC members. It has been color coded to indicate what is required, and in some cases the order and specific word for word statements. Additions to the syllabi may be made, but there must be no deletions from this format. The latest conceptual framework statement will be added before further distributions are made to our faculty.

10. LMS Certification of Full/Part-time Faculty - Chairs have been sent a list of faculty who have begun or completed the LMS Certification process and should encourage those who have not begun the process to do so as it is not optional. Four courses in Sakai must be completed by all full time faculty by August 15, 2012. Faculty can take the four courses on campus, or some combination of on campus and online or by demonstrating that you can use Sakai. Part-time faculty who just teach but don't have blended or online courses are required to complete part one which can be done online and will receive \$50 for doing so. Part time faculty that are teaching online or blended courses are required to complete all four parts on campus for which they will be paid \$200. This policy will be in effect through 2012 and continuation of payments will be reconsidered at that time. These funds are coming out of the Vice President's office.

11. Clinical Appointments - The COE is in the process of drafting a Clinical Appointment title for faculty. These faculty would be called adjunct clinical instructors and would have primary responsibility for supervising our students in pre-professional field-based and/or experiential activities. Clinical adjunct supervisors would not have any research or service responsibilities. These would be annual appointments.

12. Other Business - Dr. Keshock asked for faculty council nominations for the next term.

There being no further business, the meeting was adjourned.