

Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619
10:00 AM – March 9, 2015

Members Present: Dr. Richard L. Hayes, Dean; Dr. Andrea Kent, Associate Dean; Dr. John Kovalski, Chair, Health, Physical Education, and Leisure Studies; Dr. James Stefurak, Chair of Professional Studies; Dr. James Van Haneghan, Director, Assessment and Evaluation; Dr. Andre Green, Director of Grants and Contracts; Josh Wooden, Director of Academic Advising; Dr. Susan Santoli, Director of Graduate Studies, and Ms. Aimee Meyers, Development liaison.

Member(s) Absent: Dr. Shelley Holden, President of the College Faculty Council

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

1. Information Update:

- a. Faculty Searches – Per Dr. Andre' Green, Chair of LTE – Congratulations Ms. Elizabeth Allison has *accepted* the position of Assistant Professor of Science Education. Ms. Allison will join the USA College of Education in August 2015. There are five Faculty positions remaining open in the Department of Leadership and Teacher Education and they are: Assistant Professor of Special Education; K-6 Instructor of Special Education; Assistant Professor of Reading Education (2) positions, and Director of CISSTEM.

Dr. Kovalski, Chair of HPELS reports - One Faculty position open – Assistant Professor of Leisure Studies.

Dr. James Stefurak, Chair of Professional Studies – reports no vacancies.

Deans Hayes – reports the Director of Graduate Studies has been filled – *Dr. Susan Santoli accepted* this appointment effective March 2, 2015.

- b. Staff Searches – Dean Hayes – Director of Academic Assessment – the Search Committee has reviewed around 25 applications with 5 qualified candidates to pursue. There will be other applications from Human Resources, the search committee started reviewing applications on March 2, 2015.
- c. Attending Class After a Withdrawal – Students can attend class after withdrawing with the approval of the instructor with final approval from the department chair.
- d. Teaching Skills Certification for Adjuncts – It is recommended by Dean Hayes for the adjuncts to be certified, there is no charge for the certification.

- e. Change in Admissions Standards – USA’s current policy (which governs the class to be admitted for fall 2015), requires a minimum ACT composite score of 19 and minimum HSGPA of 2.5 for regular admission. Applicants who have ACT’s of 17 and 18, under the current policy, are admitted conditionally. *The change effective in the fall of 2016 will exclude those with an ACT of 17. The fall 2018 policy will exclude those with an ACT of 18.*
 - f. Learning Community Now Required – All new freshmen are required unless the student is in an Honors class program. (Exempt – students in AP classes and Transfer students)
 - g. Dual Enrollment -3.0 GPA and no ACT – High School students enrolled in college courses that will transfer into college credit if a USA faculty/adjunct is teaching the course. The University is partnering with Mary G. Montgomery PE100 to offer dual enrollment for students with a GPA of 3.0 along with a grade of A or B in PE100.
 - h. eForms – Each department will be responsible for the eforms that are posted on the university site. All updates will come through Dean’s office and forwarded to the appropriate administrator.
2. **Finish in Four** – Students planning to finish in 4 years (on time) beginning fall 2015 will have the opportunity to meet with their first year advisor, discuss the finish in four/five opportunity, develop and review their degree plan, sign a contract and receive a t-shirt. *If they meet requirements and graduate in four/five, they will earn financial incentive.*
 3. **Convocation** – Have a celebration for the new students on last day prior to classes welcoming the students to the university/COE, all will be invited. This celebration will take place on Monday, August 17th. A new tradition!
 4. **Training for Faculty and Staff Searches** – This training will ensure that those chairing the the search committees are educated on the correct way of carrying out faculty/staff searches.
 5. **Documenting Participation/Mid-Term Grades** – The Federal Government is holding the University accountable for students attending classes once they receive their financial aid. If, the student withdraws from class after the monies are disbursed the money is required to refunded to the Federal Government. *Resulting in “Mid-term grades”, faculty must accurately report the student’s activity if a student is attending class*
 6. **Reimbursement Rules Change / Payment Process Limits (\$2,500)** - All University funds (operating accounts, gifts, grants/contracts, etc.) are expected to be expended in a reasonable and prudent manner and only for business-related activities that support the University’s mission. Under no circumstances may University funds be used for goods/services that do not have a clear business purpose and/or are personal in nature. *All requests for payment/reimbursement are subject to review. Each approver is expected to be prudent and exercise sound judgment. (two signatures required)*

7. **Diversity Initiatives** – New Spring initiatives for the diversity issues are being formatted by Dr. Joe'l Lewis and Dean Hayes. Plans in process are: returning speakers (Deryl and Mary Bradbury Bailey); speaker from Chapel Hill in regards to workshop on Global Competencies; a mural project by Riley Brenes and another community tour.
8. **Summer Contracts** – Due in Academic Affairs for review on March 24th.
9. **MayMester Incentive Program** – The Department Chairs and faculty are brainstorming various class schedules to fit their specific need. MayMester will go in effect beginning May 2016.
10. **Professional Development Grants Programs** – Faculty incentives to do research and write grants – incentive packages; (Research Elaboration Grants (REG); Research Incentive Grants (RIG); Learning Technologies Grants (LTG); Research Development Grants (RDG); and International Travel Assistance Grants (ITAG).
11. **Faculty Notes** – Effective immediately faculty should complete Faculty Notes Submission Form – Publications news that includes: Authors, publication date, title of book, article, monograph, or conference proceeding; etc. The Faculty Notes feature in the Research Section of the College of Education webpage provides current information that spotlights the academic and scholarly activities of our faculty. The Form can be submitted to the Dean's office.
12. **Eduventures** – Predicts significant growth in next five years for adult education, non-certification programs, graduate education, and competency based education

Meeting adjourned at 12:15 pm.