

**Minutes
Dean's Administrative Council
And Staff
College of Education
University of South Alabama
UCOM 3619/3901
10:00 AM – 2:00 PM, June 1, 2015**

Members Present: Dr. Richard L. Hayes, Dean; Dr. Andrea Kent, Associate Dean; Dr. Andre Green, Chair of Leadership and Teacher Education and Director of Grants and Contracts; Dr. John Kovaleski, Chair, Health, Physical Education, and Leisure Studies; Dr. James Stefurak, Chair of Professional Studies; Dr. Susan Santoli, Director of Graduate Studies; Dr. Stephanie Stewart, Director of Academic Assessment; Mr. Josh Wooden, Director of Academic Advising; and Dr. John Dagley, President of the College Faculty Council

Member(s) Absent: Ms. Aimee Meyers, Development liaison. Ms. Jennifer Simpson, Director of Field Services.

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

Dean Hayes began the meeting by welcoming Dr. Stephanie Stewart, Director of Academic Assessment.

1. Information Update:

- a. Faculty Searches - Dr. Kovaleski reported that Dr. Mitchell Woltring accepted the position of Assistant Professor of Leisure Studies. In LTE searches for Reading, Special Ed., and Math have closed with the positions unfilled. A plan to reopen the searches and advertise all 3 positions as part of a larger search for 6 positions has been proposed to the Provost.
- b. Staff Searches - We have 3 openings for staff positions: Administrative Assistant (*Darlene Eaton*), Accounting Clerk IV (*Terri Moberg*), and Academic Records Specialist (*Arnedra Wilson*). We have been approved to hire replacements for the Administrative Assistant and Accounting Clerk IV positions. Dean Hayes will write a letter to Dr. Johnson requesting permission to replace the Academic Records position. Mr. Josh Wooden and the Student Services staff will be handling the job duties for the Academic Records Specialist until this position is filled.
- c. Dean Search – no new information
- d. Campus Survey Guidelines –Guidelines for the conduct of campus surveys are being revised through Dr. Angela Coleman's office. Surveys in the COE will go through Dr. Stewart's office. (*handout attached*)

2. **Office of Academic Assessment:** As the new Director of Academic Assessment, Dr. Stephanie Stewart gave an overview of her key operating themes and initial plans for academic assessment in the COE. (*handout attached*)
3. **Short-Term Courses:** Drs. Hayes and Kent have explored the possibility of the COE offering short-term courses during Fall and Spring semesters on schedules similar to those in the College of Nursing and other units on campus. Students could register for 4 courses a semester, 3 of which could be short term, for example, so the student would only have to focus on 2 classes at a time, which could allow them to complete a master's program in 12 months. Chairs were asked to identify a few graduate programs (3 or fewer) to test the feasibility of this format, possibility during fall semester. (*handout attached*)
4. **Active Learning Initiative at South Alabama (ALISA):** Dr. Stefurak explained the ALISA project by which the ILC will target courses with low levels of student retention. Through the ALISA project, EDM 310 has been proposed to be redesigned to produce a master syllabus that would define the curriculum, activities and evaluation procedures for all four sections of the course taught each semester regardless of the instructor involved. Through this project, students will receive more feedback regarding their coursework, and more technology will be incorporated in the class. If approved, restructuring of the course will begin in Fall 2015. (*handout attached*)
5. **EdTPA:** Dr. Kent gave an update on the process. In April the EdTPA Pearson rep spoke to the LTE faculty and HPELS Teacher Education faculty and gave them an over view. The COE has been awarded \$25,000 to be used over the next 3 years to support development of the evaluation system. Dr. Susan Martin and Ms. Jennifer Simpson have attended webinars on how to redesign courses and are inviting program coordinators to attend as they can. Training sessions are available on the state dept. website. Dr. Stewart will oversee the COE response to requirements established by the ALSDE related to EdTPA.
6. **International Initiatives:** Dr. Chilton is in China until the end of June talking to 3 or 4 universities promoting the ESOL, Education Leadership, and IDD programs. Drs. Santoli and Vitulli are exploring contacts with St. Patrick's in Ireland related to potential teacher education initiatives.
7. **Summer Enrollment:** Student enrollment for Summer 2014 was 1686 and this Summer 2015 the enrollment is 1673. Drs. Kent & Green will be renewing their recruitment efforts with AMSTI teachers later this summer.
8. **Degree Completion (SP 2015):** Spring 2015 degree completion numbers for graduate (75) and undergraduate (91) were reviewed for enrollment and ROI (*handout attached*)
9. **Other:** Dean Hayes reviewed the University's summer dress code policy for faculty and staff and reminded supervisors that the policy also applies to student workers.

Supervisors were directed to ensure student workers were aware of and met the conditions of the policy.

10. **Meeting with COE Staff:** The DAC meeting adjourned to UCOM 3901 where administrators were joined by COE staff. Attendees discussed several critical issues related to strategic planning, including staffing of vacant positions, security issues in the COE and across campus, the status of the search for a new dean, and planning for academic assessment.