

Dean's Administrative Council

Minutes of Meeting

May 20, 2019 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. Susan Santoli, Chair of Leadership and Teacher Education; Dr. Tres Stefurak, Chair of Counseling and Instructional Sciences; Dr. Paige Vitulli, Chair of Integrative Studies; Dr. Robert Thompson, Chair of Hospitality and Tourism Management; Dr. Shelley Holden, Chair, Health, Kinesiology and Sports; Ms. Jennifer Simpson, Director of Field Services; Mr. Marcus Mitchell, Assistant Director of Marketing and Communications; and Ms. Aimee Meyers, Development Liaison

Members Absent: Dr. Matt Binion, Director of Academic Assessments; Mr. Josh Wooden, Director of Academic Advising; Dr. Ron Styron, President of the College Faculty Council;

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

1. Information Update:

a. Faculty/Staff Searches:

Dr. Santoli (LTE): An offer has been made and accepted by the candidate for the assistant professor of special education position. Paperwork has been submitted to AA and waiting on approval.

A new full-time tenure track position has been approved for an assistant professor of elementary math education effective 8/15/19. Dr. Kelly Byrd has resigned her instructor position and will be applying for the position.

Dr. Vitulli (INGS): A search for a full-time Director of the Office of Adult Learner Services is currently in progress and plan to have effective by August 15, 2019. This position is a staff (110) position which will come under the INGS department and will report directly to Dr. Vitulli.

Dr. Holden (HKS): Ms. Aline Botsis will start August 15 as the new instructor of exercise science position. Dr. Ryan Colquhoun will also start August 15 as the assistant professor of exercise science tenure track position.

Dr. Stefurak (CINS): Interviews have been completed for the Secretary V position. A candidate has been selected and paperwork submitted to HR.

Ms. Aimee Meyers (Development): Currently interviewing for the AVP position in Development (Josh Cogswell’s position). Three candidates have been interviewed and there are 2 more to interview.

b. Educator Excellence Scholarship (AK):

- 10 new applications have been submitted for the summer semester. The program has double the applicants from last summer.
- The SARIC conference with Dr. Richard Gentry was a big success in terms of getting the word out for the Educator Excellence Scholarship. We received over 30 new names during this conference. CEPS will be participating in the upcoming Mega Conferences where we will have 5 or 6 opportunities to recruit.

c. LMS Progress (AK): Still on schedule to start piloting in the summer. Currently moving forward to implementing a phase in process beginning in the fall.

2. Graduation and Reception (AK): A committee has been formed by the University to review new procedures for graduation. Dr. John Kovaleski has been selected to represent CEPS on the committee. Major changes are coming in December for the commencement ceremonies.

3. Faculty Search Process (JK/AG): Tabled until chair meeting.

4. Summer Contracts (AG): Faculty have received their pro-rated contracts. Enrollment appears to be ok. We will know more once registration ends. Some classes have been canceled due to low enrollment. Summer enrollment numbers for the whole university is down a few hundred.

5. Graduate Studies Update (JK):

Dr. Kovaleski provided a handout to the council titled “CEPS Graduate Admissions Update”. Information provided as follows:

As of 5/20/19	201930	201830 (5/20/18)
Total all applicants	186	158
IN PROGRESS	105	85
Received/Submitted	81	73
Accepted	60	57
Educator Excellence Sch	38	19

KEY: (see next page)

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***IN PROGRESS** – started application, but have not paid the fee (sent an email to all *IN PROGRESS* applicants – not too late to apply).

+Received/Submitted – paid the application fee and under consideration if file complete

#Accepted – complete file and entered in Banner.

Dr. Kovalski provided a handout titled “2020 Bulletin Excerpt” reflecting changes made is GPA requirement and admissions.

6. Office of Assessment Update (MB): Working on final documents to submit for CAEP & ALSDE CIEP.

7. Advising and Certification Update (JW): Working on final documents to submit for CAEP & ALSDE CIEP.

8. Faculty Council Update (RS): N/A

9. Development Update (AM):

Ms. Aimee Meyers provided the following update:

- We have reached the 140M mark of the 150M campaign.
- Alumni Center needs about \$800,000 more to raise.
- CEPS has about \$500,000 in the pipeline.
- Big Alumni Reunion scheduled for September 24-27, 2020.
- USANews – Art Honors Life has articles on USA. Aimee will subscribe the council to the automatic feed.

10. Marketing Update (MM):

- **Website** – department website updates have been started and will continue. Phase in implementation for Advising in June, with Field Services and Assessments completing during the summer.
- **Online Magazine** – Implementation to start this fall. Each department will need to provide Marcus with information at least once a semester on a faculty, students and/or an event that you would like to highlight or showcase. He will take the information and develop it into a story for the Online Magazine.
- **Pillars** – Marcus is working with an outside vendor to produce a high quality magazine. He will need content and quality photos from each department. Send information to Marcus as soon as you have something. Plans to complete and have printed by the beginning of the fall.

11. Other (AK):

- Dr. Green informed the Council Dr. Stephanie Hulon, Director of SARIC will be coming around to visit with each department chair. Faculty should send ideas to present through SARIC.
- Dr. Vitulli announced OALS will start a 1st day of classes support during the lunch timeframe and from 4-7 for after work hour students. Send names of students to Dr. Vitulli and she will make sure they are sent the announcement.

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- Dr. Holden informed the Council chairs need to plan ahead a couple semesters for any changes to be made to the curriculum change forms. All forms must first be signed by Dr. Holden before sending to Dr. Kent for signature for quality control.
- Dr. Green announced classrooms are in the process of being repainted. Please ask faculty to not use tape on walls. Currently getting cost estimates to replace carpets.
- Mr. Marcus Mitchell will be visiting with each department chair to review and discuss your department's website to optimize search engine results.

The next scheduled meeting is **Monday, June 17, 2019 at 10:00am.**