

**Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619
10:00 – 11:45 AM, June 16, 2011**

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

Absent: Dr. Thomas L. Chilton, Associate Dean and Dr. Charles Guest, Chair, Professional Studies

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

1. Information Update

- a. UG Degree Completers – Dr. Feldman distributed graphs, by program, of undergraduate and graduate completers in the COE over the last five years. COE is trending down or maintaining steady enrollments in all programs. It was noted that during this same time period, the College has increased the number of faculty members, thus the ratio of faculty to students has improved. It was also noted that if the College continues to rely on an enrollment-driven financial model, we may be unable to sustain the same level of faculty positions or faculty assignments.
 - b. LLC Orientation Details – In an effort to retain students, the University has instituted Living Learning Communities for students with shared interest who live in the same residential area or attend two or more classes together. The COE will have recruiting tables for LLC during the fall 2011 two-day orientation at the Mitchell Center.
2. Bookstore Purchasing - An analysis comparing the cost of office supplies through the USA Bookstore and Office Depot was done (handout). It shows that the USA Bookstore costs were competitive with Office Depot for almost all items, with the exception of printing cartridges/toner. Departments are urged to use the USA Bookstore for purchasing office supplies.
 3. Student Academic Conduct Policy – This policy has been modified to make the hearing process more consistent across all units at the University. A copy of the Student Academic Conduct Policy showing the most recent revisions was distributed.
 4. Students Attending Class after Withdrawal – Students who withdraw from a course after the last day for refunds may continue to attend the course but may participate in class activities and assignments only to the extent permitted by the instructor. Students who withdraw from clinical courses or laboratory or field experiences must have special permission of the department chair to continue in the course.
 5. Faculty Doctoral Degree Incentive Program (FDDIP) – On April 14, 2011 the College of Education established the FDDIP to increase the number of faculty with doctoral preparation. The FDDIP provides a one-time non-recurring bonus which is paid in three installments to faculty who undertake doctoral preparation in compliance with all requirements of the program. Applications will be accepted through August 14, 2013 and are open to anyone who has been an instructor for 3 years and has good reviews.
 6. Summer School—TLC – Tabled due to Dr. Chilton's absence.

7. Transfer Student Survey (2011) – Dr. Delmas reported that there were so few transfer students (20) the data gathered were not very helpful. COE will implement its own transfer student survey to acquire more information specific to our fields of study.
8. Dates for Assessment Reports and Plans – The date for our NCATE visit is April 2-4, 2013. Back from a recent NCATE seminar, Dr. Van Haneghan reported that there are four things COE needs to work on: 1) it is now time to choose a standard that is already considered a strength but can be improved from an acceptable level to a target level in an area where continuous improvement can be demonstrated; 2) find ways to support the reliability and validity of COE data; 3) don't forget about advanced programs, especially field experiences and diversity, 4) online programs that should be evaluated separately from on campus programs; and 4) when measuring dispositions, need to determine targets for advanced programs?

TEAC is merging with NCATE to form CAEP. Currently there are only three standards for CAEP. COE will be grandfathered in under the NCATE standards.

9. Updated Faculty CVs/Format for P&T – As part of an annual report for faculty during evaluation this fall all faculty will be asked to submit an updated curriculum vita in APA format (see page 5 of T&P Statement of Procedures and Criteria) reflecting at least the last four years. Dean Hayes asked that all faculty be immediately advised of this.

The most significant change in this year's P&T procedures will be the submission of one portfolio with the usual 8 tabs and all backup materials submitted on CD. Hyperlinks to your professional materials will make your CD even better.

10. USA Centers and Institutes – Guidelines for Creating and Managing USA Centers and Institutes were distributed. USA centers are designed to be interdisciplinary or intercollegiate – .e.g., biology, arts and physics – intended to transcend units at the University level and to prevent the creation of units that unnecessarily duplicate the mission and programs of existing units. These guidelines do not cover service centers or specialized facilities (such as SARIC) that provide routine activities. COE is looking into establishing centers which may generate income from fees for service.
11. Dean Hayes reminded everyone that evaluations of full time faculty, part-time faculty, and staff are due. Please keep good records, electronically or otherwise, as documentation for the NCATE visit.

There being no further business, Dean Hayes adjourned the meeting at 11:45.