



Dean's Administrative Council

Minutes of Meeting

April 25, 2016 at 9:00 a.m.

Dean's Conference Room (3619)

Members Present: Dr. Andrea Kent, 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. Stephanie Stewart, Director of Academic Assessment; Mr. Josh Wooden, Director of Academic Advising; Dr. John Dagley, President of the College Faculty Council; Ms. Jennifer Simpson, Director of Field Services; and Ms. Aimee Meyers, Development Liaison.

Dean Kent called the meeting to order at 9:04 a.m.

1. Information Update:

a. Faculty Searches –

Dr. Kovaleski reported Susan Montgomery has accepted the instructor position of Leisure Studies – Therapeutic Recreation (TR). The search committee is still reviewing applications for the Exercise Science position and have completed several phone interviews.

Dr. Green reported the math, special education, and education leadership positions have all been filled. A reading candidate has been selected, waiting on applicant to accept position. There is one generalist position remaining to be filled in LTE.

b. Staff Searches

Dr. Kent announced that Regina McCreary will be retiring at the end of June. Approval from the Provost has been granted to move forward with the search to replace Regina.

Mr. Wooden updated us on the search for an academic advisor. A couple of qualified candidates have been selected and interviews will be conducted in the following weeks.

c. Administrative Search

Dr. Kent noted that Dr. Andre Green was the only applicant for the Associate Dean position. Dr. Kovaleski noted that the search committee voted to present the candidate to the dean for approval to interview. An interview date is currently being selected and will distribute information regarding the interview shortly.

Dr. Kent reported that Josh Wooden is now the official Certification Officer.

d. Student Awards

Mr. Wooden reported the Student Awards were held last Thursday and everything went well. He also indicated that next year the banquet will be held at the Student Ballroom instead of the Waterman Globe. The new space has been reserved for next year. Dr. Kent will send out a thank you email to faculty for attending. Attendance was very good. Next year donors will be invited to attend.

e. Faculty Recognition

Dr. Kent noted that this coming Friday, April 29th is the COE Faculty Recognition banquet. Dr. Kent encouraged the council and faculty to come and RSVP with Dana by today.

2. Assessment Update (SS):

Dr. Stewart reported that the Office of Institutional Effectiveness is conducting their rounds of meetings with all the colleges. Cecelia Martin would like to meet with all the chairs and program coordinators to look at TracDat and to review the assessment methods.

Dr. Johnson has granted approval to move forward with the assessment system. Dr. Kent received a proposal from LiveTech today and will review.

3. Innovation in Learning Center:

a. Opportunities

Dr. Kent provided an email handout from Dr. Brenda Litchfield reminding us of the on-going services and projects available from the ILC. The ILC is offering help with course design (see #1 & 4 of handout) for campus, blended, online or web enhanced courses.

Dr. Kent noted that Dr. Litchfield needs a list of exemplary faculty as models for new or other faculty for face to face teaching.

b. Accessibility Audit

A handout was provided titled "Accessibility Audit Report – Spring, Summer, Fall 2015 & Spring 2016". Dr. Kent noted that we must comply with this report.

4. Development (AM):

Ms. Meyers reported that there have been several campaign receptions around in key cities to help draw interest in the college. Tours of the college have been postponed until the summer. She indicated they are working on naming opportunities for the Literacy Center.

Dr. Kent noted that the next Advisory Council meeting will be scheduled sometime in July.

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5. COE Alumni Advisory Board Liaison Needed:

Dr. Kent will be working with the chairs to come up with some names on who can chair and co-chair the board. This will be a big focus starting this fall and into next year.

6. Commencement and Reception:

Dr. Kent noted the commencement and student graduation is Saturday, May 7th. The reception will be immediately following graduation and will end at 1pm.

7. Other:

Faculty Council meeting is next week for elections.

The meeting adjourned at 9:35 a.m.

The next scheduled meeting is **Tuesday, June 21, 2016 at 9:30 a.m.**