



Dean's Administrative Council

Minutes of Meeting

August 22, 2016 at 9:00 a.m.

Dean's Conference Room (3619)

Members Present: Dr. Andrea Kent, Dean; Dr. Andre Green, Associate Dean; Dr. John Kovaleski, Chair, Health, Kinesiology and Sports; Dr. James Stefurak, Chair of Professional Studies; Dr. Susan Santoli, Interim Chair of LTE/Director of Graduate Studies; Dr. Stephanie Stewart, Director of Academic Assessment; Ms. Jennifer Simpson, Director of Field Services; Mr. Josh Wooden, Director of Academic Advising; Dr. Paige Vitulli, President of the College Faculty Council; and Ms. Aimee Meyers, Development Liaison.

Dean Kent called the meeting to order at 9:30 a.m. and introduced our guest speakers Ms. Melva Jones, Director of University Special Events and Ms. Tasha Garriga – Events Assistant.

1. Information Update:

a. Faculty Searches –

Dr. Susan Santoli reported that all positions have been filled in LTE. The Instructor position for the K6 was recently filled by Ms. Hannah Szatkowski.

Dr. Kovaleski reported one position still open, the Assistant Professor of Health Promotions. The search committee will start reviewing files in mid-September.

Dr. Stefurak reported still having two positions available in Professional Studies; Assistant Professor of Library Media and the Assistant Professor of Instructional Design/Technology.

Dr. Kent announced that Dr. Andre Green had been hired as the new Associate Dean effective August 1, 2016.

b. Staff Searches

Dr. Kent announced that the Financial Operation's Specialist position has been filled. Mr. John Hedberg has accepted the offer and will start Tuesday, September 6th.

Dr. Kovaleski reported the Word Processor position is still in the posting process in Human Resources.

c. Difficult Course List - Dr. Kent provided a general overview and a hand-out of the "University of South Alabama Top 25 Difficult Courses Based on Unsuccessful Rate" for Summer 2014 through Spring 2016.

d. The Pillars - Dr. Kent reminded the committee to have their Pillar's information in a digital folder to Dana with pictures labeled etc. as previously instructed by September 6th. The goal is to have them printed by October 15th.

2. EMS System – Ms. Melva Jones (Office of Special Events):

Ms. Jones provided a brief overview and presentation of the Office of Special Events' website, which can be found online at southalabama.edu/specialevents. The Office of Special Events is located in the Administration Building on the third floor (AD 325). She specifically mentioned the new USA Master Calendar and the new Events Management System which includes the spaces reservation system. The website maintains several virtual resources on the website including the Events 101 Guidelines which is available to download. She encouraged everyone to visit the website and note the services available. The website was officially launched on August 1, 2016.

3. Start-up Fund (AK):

When hiring new faculty, start-up funds must be spent within 1 year. Once a faculty decides how they would like to spend the money they must write a memo to the chair requesting approval. Once approved by the chair, the memo, with appropriate backup documentation, will need to go to Dr. Kent for final approval.

4. Development (AM):

Ms. Meyers announced the Office of Development is working on a publication brochure for the College of Education. The piece will highlight the mission of the college as well as the Upward and Onward Campaign. There will be an electronic version available. The Office of Development has agreed to pay the cost.

Ms. Meyers provided an update on the 150 Million Campaign. Currently, they have raised 90.1 million.

5. Graduate Studies Update (SS):

Dr. Susan Santoli provided an update of the Graduate Studies Program. The overall graduate admission numbers are slightly up. Admissions is still struggling with slow processing of applications. Jamie will continue to send Dr. Santoli a list of students who are in application mode of some sort and she will forward the information to the Chairs. Dr. Santoli will continue to send the list of students that have been put on probation to the Chairs. Dr. Ron Styron has created 2 Sakai sites for Ed Leadership; one for students and one for faculty. Dr. Santoli and Dr. Susan Martin are working on a Sakai site for Secondary Education.

6. COE Faculty Meeting – September 1 (AK):

Dr. Kent announced that the COE faculty meeting will be Thursday, September 1. She reminded the Chairs to turn in their new faculty and staff photos, names and assignments to Alla by August 25.

7. Extra Yard for Teachers – September 24th (AK):

On Saturday, September 24 there will be a USA Jaguar football game. The College of Education has been invited by Athletics to participate in an event called "Extra Yards for Teachers". This event is in collaboration with the College Football Payoffs (CFP). The CFP will give away \$500.00 to a winner and the College will match that amount and give \$500 to another winner. Letters will go out from the COE to all teachers in the area. Athletics will have a space available for the COE to setup a tent for guest to flow through

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and get drinks, etc. Dr. Kent will be working with SGA students to help get students to the game.

9. **Committee Assignments* (AK):**

Dr. Kent provided an updated list of the COE Faculty Committee Assignments for 2016-2017. After review and discussions several edits and changes were noted which will be made and redistributed.

10. **Founder's Day: (AK)**

Dr. Kent announced the Founder's Day Gala will be held on Tuesday, February 2, 2017. Since it will be the 50th Anniversary of the College of Education, Dr. Kent would like to celebrate the event by recognizing 50 people who have made a difference in the College of Education's history. At the faculty meeting on September 1st nomination forms will be available for faculty. President Waldrop will be asked to speak if he is not available the Provost. Plans are to develop a committee for the event to help coordinate the logistics, etc. It will be an evening Gala type event with a band, catering and reception style setup.

11. **Office of Academic Assessment update (SS):**

Dr. Stephanie Stewart provided an update and announced that the LiveText training on Friday, October 28th will serve as the Fall Assessment Committee meeting. Dr. Stewart will send out an agenda in the near future. LiveText software is in the process of being updated with appropriate courses, instructors, and students. Teacher Ed faculty are finalizing key assessments for Fall 2016.

12. **Culture of Inquiry:**

Dr. Kent attended a professional development conference for new deans called "Deans for Impact". She shared with the council information regarding building a Culture of Inquiry. Dr. Kent will email all the chairs more information on the Culture of Inquiry.

13. **Other:**

Dr. Kent met with the Alumni Association to begin plans to create an Alumni Board. Ten members will be needed to create the board.

Annual report – Dr. Kent will email everyone a date when it is due. There will be a very short turnaround timeframe. Faculty must have date on all presentations, etc.

The meeting adjourned at 11:00 a.m.

The next scheduled meeting is **Monday, September 19, 2016 at 9:30 a.m.**