Minutes
Dean's Administrative Council
College of Education
UCOM 3619
10:00 AM – 12:00 PM, June 11, 2012

Members Present: Dr. Richard L. Hayes, Dean; Dr. Phillip Feldman, Associate Dean; Leadership and Teacher Education; Thomas L. Chilton, Associate Dean; Dr. Harold Dodge, Chair, 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; and Dr. Christopher Keshock, COE Faculty Council Representative. Ms. Aimee Meyers, Development Specialist sat in these discussions. Dr. Julie Cwikla, Director, CISSTEM was also present for the beginning of the meeting.

Dr. Charles Guest, Chair, Professional Studies, and Dr. Wanda Maulding, Director, NCATE were absent.

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

1. Information Update
    a. Staff position - Meegie Wheat has been hired as the new PC Specialist. Her job will encompass data in and reports out of all the various software applications being used in the college. She will strive to become an expert in as many software solutions as possible or be able to guide faculty and administrators to the expert on campus. Dean Hayes asked the DAC to please help us define and refine her responsibilities by letting him know what instructions are needed and needs not currently being met by these systems.
    b. Faculty Searches - Five faculty searches are in progress. The counseling psychology position in PS did not turn up any viable candidates and the search has therefore been extended into the fall. The Exercise Science position in HPELS has been offered to a candidate who turned it down for financial reasons and the search committee will now reevaluate their second and third choices. The search committee for the school counseling faculty opening in PS is in the process of bringing their first choice applicant to campus for interviews. Permission has also been given to hire two new, non-tenure, temporary, full-time faculty to increase our capacity to serve the demand at our Baldwin campus.
    c. Summer Contracts – All summer contracts have been finalized.
    d. Clinical Appointments - A new faculty title, clinical supervisor, has been approved by the deans and has been sent to the faculty senate subcommittee for approval. These positions are for temporary, full time faculty members whose primary responsibility will be field experiences.
    e. NISP for EDL Ed.D. - A Notice of Intent to Submit a Proposal (NISP) for EDL Ed.D. has been submitted and while we had responses from UAH, Troy, Auburn and Alabama State, none of the respondents offered any opposition. The final proposal will be developed by ed leadership faculty with the goal of submission to University committees by the end of the summer.
    f. Undergraduate Degree Completion - A report was distributed on undergraduate degree completion providing a clear picture of the areas in which the COE continues to struggle and will need to find more support to continue.
    g. Performance Evaluations - The annual evaluation period for performance evaluations for staff, administrative and management employees are due in human resources on or before August 15,

2012. The evaluation period is June 16, 2011 through June 15, 2012. Marian will be forwarding the evaluation forms next week.

h. Minimum Age of Admission at USA - A revised policy establishing the minimum age of admission at USA was distributed which changed the admission requirement to 17 years of age for applicants who pass the GED. This policy change has no effect on applicants with regular high school diplomas.

i. Tenure and Promotion Proxy Voting - The faculty handbook has been revised with regard to tenure and promotion proxy voting in departments. Proxy voting should be understood as having someone else vote for you. It does not preclude mailing in your vote, chairs soliciting votes by email, discussion or any other form of soliciting votes from those who will not be in attendance at the meeting.

j. Alabama Statewide Needs of Teachers - Dean Hayes shared the bi-ennial statewide needs assessment conducted by the Alabama Regional Inservice Centers. The South Alabama Research and Inservice Center data include 5,287 respondents. The results indicate that educators' greatest perceived needs rest in five areas of interest: Content Knowledge, Teaching and Learning, Literacy, Diversity, and Professionalism. DAC members were encouraged to use this information with respect to curriculum development and recruitment.

k. Process to Include/Delete a General Education Course – University policy has been revised to clarify the process. Changes in policy apply to only one course in the college– EDM 310.

2. Summer Enrollment 2012 - A comparison of enrollments for the summer semester was distributed indicating a drop in enrollment campus-wide. HPELS and PS enrollments were sufficient to cover salaries, while enrollments in LTE were insufficient. Contributing factors include the economic downturn, increased numbers of students having to work in the summer to be able to supplement their shrinking incomes, an increase in the number of students opting to attend less expensive two year colleges before transferring to four year institutions, Pell grant recipients being restricted to two semesters in a year while having to apply separately for a third, and the fact that teachers are being laid off locally (at least temporarily) undermining incentives to pursue careers in teaching.

3. The Alabama State Board of Education Plan 2020 - was distributed and may be found here:

   https://docs.alsde.edu/documents/55/Presentation%20from%202-23-12%20Worksession%20-%20Strategic%20Plan%202020.pdf

   The plan speaks specifically to initiatives in higher education, STEM, special education, and guidance and counseling services.

4. CISSTEM- Dr. Julie Cwikla was introduced as the new Director of CISSTEM. A primary goal of CISSTEM is to create a much stronger support system for applying for research grants. Dr. Cwikla explained that one of the things she will be trying to build is collaborations between Arts & Sciences, Engineering, Health Sciences, and other disciplines that might benefit through collaborations. She welcomed any ideas or projects and urged everyone to explore the possibilities with her for fundable STEM –related projects.

5. JagMail - The University has moved students from Jaguar 1 email accounts to the new Google email application. Faculty and staff now have the option of moving over from GroupWise to Google as well. However, please be aware that you will only be able to share calendars with office staff if both of you have moved from GroupWise to Google. A conversion date for everyone is tabled until the COE IT staff is trained in the process. Then they will be able to assist with the conversion process.

6. Event Scheduling in Classrooms – Ad Astra is a new software program being used by Academic Affairs for scheduling classrooms across campus. The five rooms listed in UCOM for campus-wide

use are 3211 (now closed), 3350, 3236, 3910 and 3230. Academic programs will take priority with COE having first option with the five publicly used rooms. One person in each department will be appointed to schedule events in departmental labs, conference rooms and the like in collaboration with Meegie Wheat, who will be the point person for the college.

7. DegreeWorks - A new software package is in the process of being adopted by the University that is capable of auditing student progress toward a degree (http://www.reg.uga.edu/files/degreeWorks/tutorials/swf/advisor%20login_skin.swf)

   Students will have access to their records and students and faculty will have the ability to print reports using criteria such as ID, name, major, minor, classification, area of interest, college, or any combination. Staff will be asked to either enter or verify the requirements for each major in the COE. One of the improvements in this software is the ability for advisors and faculty to make notes.

8. NCATE - Our report is currently being cleaned up for review by an external consultant next month.

9. SACS Follow-Up List – Several issues are being resolved including: 1) procedures for notifying distance students of projected costs related to remote proctoring; 2) how complaint policy issues have been resolved; 3) completion of a credentials template for all administrators and program directors; 4) updating websites; 5) and the impending HPELS Leisure Studies program review that is coming up in 2013-2014.

10. Other

    Room 3211 is now closed due to water damage.

    TracDat is due to be completed by June 15th.

    Any student that makes a D or an F in a PS course will be removed from candidacy, irrespective of their GPA. The class must be successfully complete before they will be allowed to continue in the program. Consultations should be made with their candidacy advisor.

    The policy and instructions for the faculty regarding recency requirements will be forthcoming.

    Dr. Chilton will be putting the State Review live next week. Everyone was asked to review their data for accuracy.