

Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619
10:00 AM – 12:00 PM, June 3, 2013

Members Present: Dr. Richard L. Hayes, Dean; Dr. Phillip Feldman, Associate Dean; Leadership and Teacher Education; Dr. Harold Dodge, Chair, Leadership and Teacher Education; Dr. Brenda Litchfield, Interim Chair, Professional Studies; Dr. John Kovalski, Chair, Health, Physical Education, and Leisure Studies; Dr. James Van Haneghan, Director, Assessment and Evaluation; Dr. Peggy Delmas, Director, Student Advising; Dr. Abigail Baxter, Director, Graduate Studies and Research; and Dr. Wanda Maulding, Accreditation Director.

Absent: Dr. Andrea Kent, Director, Field Services and Dr. Christopher Keshock, COE Faculty Council Representative.

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

1. Information Update

a. Faculty Searches – Dr. Amy Upton has been hired to fill one of three Counselor Educator positions in Professional Studies. A second candidate, Dr. Brandon Browning, was interviewed last week and a request to hire will be sent to Academic Affairs for approval. There is an ongoing search for the third position. Dr. Ryon McDermott has been hired to fill the Counselor Psychology position in Professional Studies. The faculty position in Ed Media has identified two candidates to interview. All five of these positions will begin August 15, 2013. HPELS also interviewed Brandi Crowe for their vacancy in therapeutic recreation and will send a recommendation to hire.

b. Summer Enrollment –How the COE decides who will teach needs to be carefully reviewed and a more structured system for assessment developed. There are currently inequities in responsibilities and salaries that will need to be addressed.

2. USA Response to SACS 3.3.1.4 – Final response is due July 1, 2013 with TracDat information. Each department will need to go back to 09-10 to record the number of grants funded per each succeeding year. If graduate students are doing research on payroll, they should be included in the number of graduate students doing research supported by University funds. Although the data and the system are in place, the SACS review identified weaknesses in this area which are to be corrected in the University response to the review.

3. TracDat Reporting – Due August 1st.

4. Sponsored Activity Overview – Departmental incentives, such as travel, should go to support faculty doing research. Those not fulfilling their 60-30-10 and doing no research should be assigned additional instruction. USA pays \$1,000 for submitting a grant, and \$2,000 when it is successful. For those that are bought out, ½ of ½ comes to the college which is as much as \$15,000 annually, with a potential of \$18,000 maximum and a minimum of \$3,000. A full presentation of the COE Grant Incentives Program for faculty is available online.

5. Draft Enrollment Improvement Plan – A draft of a plan to improve enrollment was distributed and discussed. Each of the DAC members was asked to add their suggestions as assigned by the dean.

6. Credit Hour Reduction – University policy new requires only 120 hours for graduation with individual programs encouraged to reduce credit hours to enable students to meet this standard. If possible, programs are encouraged to eliminate two courses in each undergraduate program, which will allow for two hours of instruction in the COE to be moved to support field experiences. When eliminating/revising courses, any

AQT Standards will need to be re-assigned to other courses. The graduate level credit hours should also be reduced to 30 wherever feasible.

The chairs should meet with program coordinators this week prior to a meeting among all coordinators and administrators to formulate a plan to reduce curricula. Once course alternatives have been identified, standards will be assigned using the revised 39-indicators (See below).

7. AQTs - Standards and Indicators – A draft proposal for assessing the AQTs was distributed that relies on 39 Indicators rather than the current 131 Exemplars as developed by the Governor’s Commission on Quality Teaching. A rubric has been developed for each indicator that can be used to assess student competence. A COE evaluation instrument will be developed for review by the faculty to replace the current system.
8. Administrative Re-Organization – The retirement of two Associate Deans necessitates a plan for restructuring the COE organizational chart. Continuing budget reductions and declining enrollments continue to erode our ability to support faculty and programs at current levels. Efforts to increase enrollment while consolidating courses and existing services will likely increase.
9. Innovative Program Request – A request has been submitted to the Acting President to request permission from the ALSDE to initiate an innovative program to develop a 30-hour Secondary Education master’s program that will lead to a B certificate. Once approved a full prospectus will be prepared for review by the ALSDE.
10. Faculty Participation in Student Grievance Hearings – Faculty need to be keenly aware of student presence during these hearings and be careful not to make comments that are inappropriate for that audience.
11. EDL Ed.D – Plans for sequencing the courses are current under development prior to developing recruitment materials. At present, 100 higher education student prospects have been identified who are interested in entering the program in summer 2014.

12. Other

Please note in all communications with and/or about Dr. Chilton that he no longer has administrative authority and is available only to inform, advise, and consult on administrative matters.

Preliminary NCATE report is in. 7 days to correct factual errors has been allotted.