



## Dean's Administrative Council

### Minutes of Meeting

March 21, 2016 at 9:30 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. James Stefurak, Chair of Professional 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 9:30 a.m.

### 1. Information Update:

#### a. Faculty Searches –

Dr. Green reported Special Education has a candidate on campus interviewing today. Research position is still in process with one viable candidate. There is also a generalist position that has been approved and will start interviewing sometime this month. A recommendation to hire a math candidate, Dr. Christopher Parrish, from Auburn University has been submitted. Dr. Benterah Morton has been approved to hire for the Education Leadership position.

Dr. Kovaleski reported having two open positions; one in Leisure Studies – Therapeutic Recreation (TR) and one in Exercise Science. The search committee has reviewed applications and found 2 possible candidates to interview. The TR position is in the process of sending a letter requesting to interview a candidate at the instructor level.

#### b. Staff Search

Dr. Green reported filling the Secretary V position with Wendy Harrison.

Dr. Kovaleski announced that Sandra Guidry will be retiring at the end of May after 30+ years with USA.

Mr. Wooden noted that the Academic Advisor position was posted last week and currently in the application stage with HR.

#### c. Administrative Search

Dr. Kovaleski noted that the application process for the Associate Dean is ongoing. The search committee will be meeting next Monday for review and with a recommendation to move the process forward.

**d. Advisory Board**

Dr. Kent noted that the Advisory Board had a kickoff dinner last Thursday, March 17<sup>th</sup>. Attendance was great which included: President Waldrop, Provost Johnson, and Dr. Busta. All three of the department chairs, Aimee Meyers and Dana Burleson were also present. The purpose of the meeting was for the council to get to know each other. The first official meeting is currently scheduled for this summer.

**2. Assessment Update (SS):**

Dr. Stewart noted that we have 3 tech companies coming in this week (3/22-3/24) to provide presentations on what they can offer.

Dr. Stewart mentioned that Angela Coleman, University Assessment Committee, has launched another phase of the strategic planning. The Provost office is reconvening the University Assessment and Advisory Committee and she will be attending the next meeting.

Dr. Stewart noted that she has finished all the data for CAPP and Title II and will be finishing the narrative shortly.

**3. Development (AM):**

Ms. Meyers said that the Advisory Council members will be given tours at the next meeting. This will be a great opportunity for us to engage and let them know some of our needs. Ms. Meyers will be speaking at the next faculty meeting and will encourage faculty to engage with the members.

There will be several campaign receptions around in key cities sponsored by the Alumni. She plans to invite Dr. Kent and other colleagues out to visit with her to some of the receptions over the next 5 years.

**4. Branding Launch (TS):**

Dr. Stefurak provided an update on the new branding initiative for USA. He mentioned that the Student Center Lawn will have a big event with signage on display. The new logo is “out of the box” with just the USA letters. There is also a new signature formatting on Jagmail. A branding guide will be available to help us move forward with the new initiatives.

**5. SARA (AK):**

Dr. Kent provided a memo handout from Angie O’Neal on the State Authorization Reciprocity Agreement (SARA). The newest change, under the Field Experience (internship/clinical placements), is that no more than 10 students per academic program may be placed simultaneously at one clinical or practicum site. We are also required to publish somewhere that the students are not being certified in other states. Language needs to be developed so that the student know and understand.

**6. External Proposal Submission Policy (AK):**

Dr. Kent provided a handout title “External Proposal Submission Policy”. All proposals must be transmitted to the Sponsored Projects Administration Office (SPA) at least one

business day prior to the sponsor deadline. Submissions received less than a full business day prior to sponsor deadline will not be submitted. Dr. Green noted we will need it at least 3 days before that deadline to process on our end.

**7. Faculty and Staff Authored Textbook Policy (AK):**

Dr. Kent provided a handout titled “Faculty and Staff Authored Textbook Policy”. She noted that they are revising pieces of the handbook effective 3/1/16. She advised that if a faculty authors a text book there needs to be a committee to review. Documentation will need to be completed to show; a simple memo to Dr. Kent should suffice.

**8. Honor's College (AK):**

Dr. Kent provided a handout titled “Proposal for Creation of Honors College at USA” dated 3/8/16. Currently, USA offers one Honors program (Whiddon Scholars) which serves approximately 45-60 students. The Board of Trustee has asked Academic Affairs to look into having an Honor's College to help us compete with other colleges in the state. There was discussion regarding a track specifically for the College of Education. A subcommittee will be put together from the COE to come up with a proposal to submit for a track for the COE.

**9. Provost Faculty Fellows Program (AK):**

Dr. Kent provided a handout titled “Provost Faculty Fellows Program 2016-2017” and reference the email sent out from Dr. Johnson. This is a new program being implemented by the President. It provides faculty members the opportunity to learn more about the overall work of the University across units; develop leadership and administrative skills; and be mentored by a member of USA administration. They will select 1 or 2 a year to participate in the program.

**10. COE Alumni Advisory Board Liaison Needed**

Dr. Kent mentioned that we are still in need of an Alumni Advisory Board liaison.

**11. Student Awards update (JW)**

Mr. Wooden provided a general update on the student awards. Everything is on track for April 21<sup>st</sup> at 6 pm at the Globe. Dr. Kent asked the chairs to encourage faculty to attend.

**12. Commencement**

For Spring 2016 Commencement the College of Education is scheduled at 9:30 a.m. A graduate reception will follow at the COE until around 1:30 p.m. Programs are being developed and will go out shortly.

**13. Other**

Founder's Day February 2017 is our 50<sup>th</sup> Anniversary.

Dr. Kent noted that the College of Education is donating \$125.00 to the George Uhlig endowment in lieu of flowers to the family.

Dr. Stewart noted that the events on the website is empty. She encouraged faculty and staff to get information to Dr. Alla Zakharova as soon as possible.

The meeting adjourned at 10:58 a.m.

The next scheduled meeting is **Monday, April 25, 2016 at 9:30 a.m.**

