

Dean's Administrative Council

Minutes of Meeting

September 25, 2017 at 9:30 a.m.

Dean's Conference Room (3619)

Members Present: Dr. Andi Kent, Dean; Dr. Andre Green, Associate Dean; Dr. Tres Stefurak, Chair of Counseling and Instructional Sciences; Dr. John Kovalski, Chair, Health, Kinesiology and Sports; Dr. Paige Vitulli, Interim Chair of Integrative Studies; Dr. Robert Thompson, Interim Chair of Hospitality and Tourism Management; Mr. Josh Wooden, Director of Academic Advising; Dr. Dennis Campbell, President of the College Faculty Council; and Ms. Jennifer Simpson, Director of Field Services; Mrs. Aimee Meyers, Development Liaison

Absent Members: Dr. Susan Santoli, Chair of Leadership and Teacher Education; and Dr. Matt Binion, Director of Academic Assessments

Dean Kent called the meeting to order at 9:30 a.m.

1. Information Update:

a. Faculty Searches –

Dr. Kovalski reported one tenure track assistant to associate professor position open in Physical Education Pedagogy for Health, Kinesiology and Sports.

Dr. Stefurak reported one tenure track assistant professor of education media and technology position open in CINS. Three candidates have been selected to interview for the position. The committee is in the process of scheduling interviews.

Dr. Santoli reported one tenure track associate professor of education leadership and program coordinator open in LTE. The search committee is in the process of re-evaluating the position description and may change the position to an assistant or associate position.

b. Staff Searches (AK):

No current searches.

The Education Office of Media and Technology services have hired Mr. Scott Pridgen as the new Management System Specialist.

c. Tailgating (TS) -

Dr. Stefurak noted that a few tailgate games are now available for use and are a great addition to the tailgate party. The next game will be October 21st (Homecoming) and will be hosted by HTM & INGS. Waffle House will host the catering. USA vs ULM.

d. Fifty Students for 50th (PV) –

Dr. Vitulli announced that they have one student spotlight from their department and working on two more. Drs. Vitulli and Baxter will meet today.

e. The Pillars (AG) –

Dr. Green provided an update on The Pillars. A copy of the proof was emailed to all chairs and departments. Please review for accuracy. Corrections are due back to Dana by this coming Wednesday. Once the corrections are received updates will be submitted to Publication for a final proof and printing.

f. Website (TS) -

Dr. Stefurak noted that a meeting was held last week with the chairs, web services and Alla. The committee is currently focusing on the following tasks:

- Home Page – Need high quality images.
- Departmental Pages – Looking for consistency in navigation, etc.
- Facebook and CEPS Home Page – Content equality for departments.

2. Faculty Council (DC) -

Dr. Campbell provided an overview of last week's faculty council meeting. The main topic of discussion was tenure and promotion and the impact factor. Senior faculty would like to make sure junior faculty know what the top publications are in their field so they will have a knowledge of what the expectations are. Meeting with the faculty senate will be next Thursday.

3. TracDat (AK) -

The TracDat deadline for the college has passed but the information is not complete. Dr. Binion will meet with each chair and program coordinators to let you know what information is needed.

4. Disaster Response (AK) -

- Online Syllabus - Every course must have an online syllabus.
- Specific Disaster – The College will be required to create a specific disaster plan for each “type” of disaster (hurricane, fire, shooter, etc.).
- Generators – HKS may need a generator to preserve stored muscle tissue. Dr. Kovalski noted that the answer may be to transfer the materials to the Bio Med or Med School buildings.

5. Development Update (AM) -

- Currently working on two scholarships in HTM.
- 48.6 million left to raise – deadline is in 2020.
- Planning a Scholarship Brunch for the recipients to meet their donors in the fall. Currently have 52 scholarships.

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- #Paws Week – Ms. Meyers is working with Scholarship Services to pilot the Philanthropic Awareness Week with the CEPS.
- Planning an Alumni Society Social in spring 2018.

6. Graduate Studies Update (SS) –

Application numbers are currently up around (92-93) compared to this time last year (60's). There may be some overlap due to the old way of paper applications vs online applications. Some may have completed both.

7. Advising Center/Student Services Update (JW) -

- Student Center Academic Probations is scheduling appointments with students who are currently on academic probations to meet with advisors. Over 40% of those on probation have already met with an advisor.
- USA Day is this weekend – meet at the UCOM in 3230 at 10:00 a.m.
- Melanie and Sally will be at Mobile County Public Schools for college recruiting this week for two days.

8. Budget (AK) -

Dr. Kent provided an update of the budget and will meet individually with the departmental chairs. The current taxes due for the CEPS is \$650,000. Currently working on strategies to be a part of the solution.

9. Other -

Dr. Kent made an announcement regarding the upcoming HeartWalk fundraiser event. She is required to have a team for our college and needs 10 people to be a part of the team. Each department is requested to provide 1-2 representatives to be on the team. Our goal is to reach \$1,000 in donations for the team. An email will be sent out shortly regarding how to donate.

The next scheduled meeting is **Monday, October 30, 2017 at 9:30 a.m.**