

Dean's Administrative Council

Minutes of Meeting

September 24 2018 at 9:30 a.m.

Dean's Conference Room (3619)

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

Dean Kent called the meeting to order at 9:46 a.m.

1. Information Update:

a. Faculty Searches:

Dr. Kent informed the council that the following 2 positions have been submitted to Academic Affairs for approval: 1) open rank full-time tenure assistant to full professor in education leadership; 2) non-tenure, full-time assistant professor in elementary education.

b. Fall Faculty Meeting and Town Hall (AK):

Dr. Kent thanked everyone for participating in the faculty meeting and provided a brief summary update. She reminded the council of the upcoming President's Town Hall meeting on Thursday, September 27th at 3:30 p.m.

c. Educator Excellence Scholarship (AK):

Dr. Kent announced that the Educator Excellence Scholarship has been rolled out. Dr. Lauren Brannan created a PowerPoint presentation to go out to the schools in Google Doc. Flyers have also been printed and available for distribution. Dr. Kent will send out an email to students to announce the program and address questions regarding grandfathering current students into the program.

d. Office of Adult Learner Services (PV):

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Dr. Vitulli provided an update to the council. Currently waiting on media from the Office of Marketing and Communications to develop the website. Waiting on the Provost to officially rollout.

2. Mission and Vision (AK):

Dr. Kent provided a handout titled “CEPS Mission, Vision and Goals (2016-2020) and gave a summary update. A copy will be emailed out to all faculty this week.

3. Budgets (AK):

Dr. Kent provided an update to the council. Budget cuts moved to 4% across the board university-wide. Departmental budgets should be available October 1 or November 1.

4. Recruitment and Retention Efforts (AK):

Dr. Kent noted that we are moving forward with plans. Chairs should provide Dr. Kent with their departmental recruiting and retention plans within the next month.

5. CEPS Report Card (AK):

Dr. Kent provided an update of the CEPS report card and informed the council that faculty need to encourage students to be ready for the Praxis exam before taking it. And to let them know that there are study and practice sites available for students online.

6. Open House – October 4 (AK):

Dr. Kent announced that the CEPS Open House is scheduled for October 4th from 4:00 – 6:30 p.m. The food will be setup in the main lobby. There will be no set agenda from the College and each department can set their own agenda. Contact Robin Hamilton to schedule rooms.

7. Grant Development Program (AG):

Dr. Andre Green informed the council that he is in the process of securing Dr. David Bauer to conduct a grant writing seminar the end of October. This will be a year long program commitment (5 times a year). First day is a seminar style and the second day is coaching.

8. Graduate Studies Update (JK):

Dr. John Kovaleski provided an update to the council and noted that the graduate admission requirements have changed. Updates have been done to the web portals and department website pages. Original transcripts from all colleges attended are required not just the degree granting institution.

9. Development Update (AM):

The Extra Yardage for Teachers game was successful. 450 tickets were redeemed plus an additional 20-25 extra tickets were purchased.

Laura Sargent is working on the next Baldwin County alumni social event for around October/November. Announcements will include information on the Educator Excellence Scholarship.

There is a \$40,000 pledge in the works and an endowment of \$20,000 plus another \$2,000. She is also working with Dr. Stefurak on a large grant.

10. Office of Assessment Update (MB):

Dr. Binion provided an update on CAEP. Currently working on the narratives which will be submitted in May. Also working on the Title II process and updating the Praxis scores for 2017-2018 which will be sent out in the next couple of weeks. Internal TracDat deadline was last Friday. Presently reviewing data and will send feedback to the departments.

11. Advising and Certification Update (JW):

Mr. Wooden provided an update to the council. Jennifer has completed the certification training for the internal reviewers for the CHIP process. The Advising Center is now rolling out their 15 week outreach campaign to help with retention.

Dr. Kent stated that Josh sent out an email regarding the upcoming USA Day and asked that someone from each department be in attendance to help answer questions and direct students. The event will start at 10:00 a.m. on Saturday, October 20th.

12. Faculty Council Update (DC):

Dr. Campbell announced that the next faculty meeting is scheduled for October.

13. Other (AK):

N/A

The next scheduled meeting is **Monday, November 26, 2018 at 9:30am.**