

Minutes
Dean's Administrative Council
College of Education
UCOM 3619
10:00 AM – 11:15 AM, August 27, 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. Brenda Litchfield, Interim Chair, Professional Studies; Dr. James Van Haneghan, Director, Assessment and Evaluation; Dr. Andrea Kent, Director, Field Services; and Dr. Abigail Baxter, Director, Graduate Studies and Research.

Dr. Christopher Keshock, COE Faculty Council Representative; Dr. Wanda Maulding, Director, NCATE; and Dr. Peggy Delmas, Director, Student Advising; were absent.

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

1. Information Update

a. Faculty Searches – The faculty search for an Assistant Professor of Counseling Psychology has been extended. Review of applicants will begin on November 1st with a hire date of January 1, 2013. Pam Patterson and Deborah Thompson have been hired as instructors in LTE, Shawn Mitchell is on board in HPELS Exercise Science, and Dr. Sally Lewis will begin as school counseling faculty in PS on January 1.

b. EDL Ed.D – Approval for our new doctorate in educational leadership has to go through a university committee first. Submission will be made for approval with fall 2013 as the target start date. Our proposal will go to ACHE in December for approval in March and also requires SACS approval.

c. Top 25 Difficult Courses – A list was distributed of difficult courses based on unsuccessful rate. EDM310 course, sixth on the list, continues to have failures from students who have little to no experience with computing. Elementary mathematics also continues to be one of the more difficult for some.

d. Sakai Certification – A list was distributed reporting faculty who have completed the four Sakai certification classes. Classes in E-College were identified and level of difficulty established. One faculty member was

assigned to convert each class to Sakai. That faculty member is eligible to receive payment of \$250, \$400 or \$550 for the conversion depending on the assigned difficulty of the course. Payments will be coordinated by Dr. Chilton at the end of the semester in which the class was taught. Part-time faculty receive the funds, full-time faculty will receive the funds in their professional development account.

2. Fundraising Report – Aimee Meyers, COE development officer, has been very effective at increasing the number of donors. In fundraising, million dollar donors usually start off with a very small gift, so increasing our donor base is very promising for future gifts. Efforts should be made this year to tie any and all activities to the 50th anniversary celebration for the University. In some cases, funding from development of special events may be available.
3. Program Admissions/Degree Completion – There is currently a shift in enrollment toward non-certification programs, toward HPELS as a department, and away from LTE as a department. There has also been a leveling off in elementary education, which continues to be challenged by increasing standards, a failing economy, and a low employment occasioned by school systems continuing to lay people off. When asking for resources of any kind, an enrollment and completion report is used to justify needs. Efforts should continue to be made toward graduating everyone we admit. Other lines of revenue should also continue to be sought.

Focus will be given to looking very carefully at newly hired faculty, their ability to generate new revenue, and their academic progress at this University in deciding whether to tenure. Tenured faculty are encouraged to support the efforts of the non-tenured faculty in order to retain our successful colleagues.

4. Credit Hour Estimates revised – As a result of our discussions, Jack Dempsey has revised a draft of the form that will be used to determine credit hours. The Deans will hopefully approve at their next meeting. If converting from an on campus to an on-line course, faculty will need to justify the number of credit hours. This approval process will also be required for any new course, whether on campus or on-line.
5. NCATE – Kathy Rausch, our NCATE consultant, is reading reports and is due for a final visit in September.
Dr. Feldman requested that Drs. Scaffidi, Smith, Dodge and Keshock give him any updates they may have before Friday, including pdf links.
6. COI and Faculty Authored Textbooks – Under the direction of Jim Connors, the Conflict of Interest policy has been revised. The COE already had these

procedures in effect, especially as concern text books, but all faculty are encouraged to read over the updated Financial Conflict of Interest Policy located at <http://www.southalabama.edu/vpresearch/pdf/FCOIPolicy.pdf> . Please remember to gift three copies to the library. Students can be required to read the textbook, but are not required to purchase them; please make that clear in your syllabus.

7. Personal Activity Reports – When faculty are on a grant for any reason, even if it is only consulting for SARIC, payroll generates a percentage of time spent. In order to conform to regulations, a form from Contracts and Grants must be verified and signed.
8. Other – Dr. Chilton distributed a report to the Chairs from the State review on requirements still to be met for Professional Studies standards for both Class B and the alternative master’s program including both Performance Assessment Templates and Analysis Forms. Sixty percent of what has been submitted to the State of Alabama has been approved and cleared. This draft included all the things that still need to be revised. Foliotek was used to assess standards. More information will be required for our syllabi, specifically as it relates to content outlines, and assessments. Another requirement of the State review calls for a list of all faculty who have not met the recency requirement (a report now available in Digital Measures) in order to be eligible to teach certain courses, especially in methods classes and internship supervision. The Chairs should distribute these reports to their faculty to revise their course work accordingly.

The use of Digital Measures, in combination with annual reports, will make faculty evaluations for promotion and tenure much easier. The promotion and tenure report will now be reviewed electronically rather than through the use of three ring binders faculty previously had to develop.

Digital Measures has also made generating reports for ACHE, SACS and NCATE much easier, especially reports for course evaluations. Eventually, reports run in DM will appear on Sakai for view by administrators and faculty. Dr. Feldman provided a demonstration of the various options for reports in Digital Measures.