

Dean's Administrative Council

Minutes of Meeting

February 20, 2017 at 9:45 a.m.

Dean's Conference Room (3619)

Members Present: Dr. Andrea Kent, Dean; Dr. Andre Green, Associate Dean; Dr. John Kovaleski, Chair, Health, Kinesiology and Sports; Dr. James Stefurak, Chair of Professional Studies; Dr. Susan Santoli, Interim Chair of LTE/Director of Graduate Studies; Mr. Josh Wooden, Director of Academic Advising; Dr. Evelyn Green, Chair of HTM; and Ms. Aimee Meyers, Development Liaison.

Dean Kent called the meeting to order at 9:47 a.m. She welcomed and introduced Dr. Evelyn Green, Chair of Hospitality and Tourism Management. She noted that Dr. Joycelyn Finley-Hervey will be moving over as the Program Coordinator and there will be a new search opening for the Chair of Interdisciplinary Studies and another for a new Associate Dean position.

1. Information Update:

a. Faculty Searches –

Dr. Stefurak, Chair of PS announced the following two new faculty have been hired and will start in the fall: Dr. Pamela Moore, Assistant Professor of Library Media and Dr. Shenghua Zha, Assistant Professor of Instructional Design/Instructional Technology. PS currently has one “open rank”, tenure-track faculty position in Counselor Education open. The search committee has narrowed it down to their top three finalists. Campus interviews will begin in a couple of weeks.

Dr. Susan Santoli, Interim Chair of LTE noted two campus interviews were being held this week for the tenure-track Assistant Professor of Education Leadership position. There is also an Associate to Full Professor of Education Research/Director of Assessment still posted. LTE recently posted a tenure-track Associate Professor of Educational Leadership/Program Coordinator for Educational Leadership position. The LTE department also has an internal posting for a Department Chair.

Dr. Kovaleski, Chair of HKS reported one open position in Exercise Science. The search committee has identified a candidate and currently coordinating a campus interview date. This is an open rank faculty position in Exercise Science available for next fall 2017.

Dr. Evelyn Green, Chair of HTM reported searching for one adjunct faculty to teach a legal course. A candidate is currently scheduled for March 21 for a trial in-person teaching class. She also anticipates a need for a TA in the fall.

- b. Student Academic Misconduct Policy** – Dr. Kent provided a handout of the new Academic Misconduct Form which is now available online in the Student LowDown. The policy is effective January 1, 2017.
- c. Conference on Teaching and Learning (COTL)** – Dr. Kent provided a handout titled “Call for Proposals” for the COTL 2017 which will be held May 8-9th. She asked the chairs to encourage their faculty and graduate students to participate. The theme this year is “Activity and Assessment – Making Learning Active”. The Call for Papers is now open and the final due date is March 8, 2017.
- d. Faculty Quiz Bowl** – Dr. Kent provided a handout titled “Fingers on Your Buzzers”. This event is being sponsored by the Innovation in Learning Center. This is a competition game show consisting of different colleges and organizations on campus. The event will be held tomorrow, February 21st from 3:30-5:00 p.m. in the Marx Library Auditorium.

2. College of Education Compliance Report (AK):

Dr. Kent provided a handout titled “College of Education Compliance Report 2016” from the Office of Institutional Effectiveness. This report documents compliance with institutional reporting expectations for all assessment units in the COE: 1) assessment plans, and 2) assessment results. The report reflects overall the COE met the basic criteria for assessment planning. A second review focusing on the quality of assessment plans is currently in process. Units not in compliance with basic assessment planning criteria must make corrections by February 17, 2017. OIE will review units which were not initially compliant and will contact you or your unit’s assessment liaison if issues remain. Cecelia Martin will be meeting individually with each chair. Her focus will be on use of results and closing the loop.

Dr. Kent also provided an additional handout titled “Top 10 Most Frequently Cited Principles in Reaffirmation Reviews: 2015 Reaffirmation Class Institutions” for your review.

3. February 2nd Anniversary Celebration (AK):

Dr. Kent asked for feedback from the council of the 50th Anniversary Celebration. How do you think it went? What feedback did you get from the faculty? The committee offered feedback and suggestions.

4. The Year of 50 – Thoughts? Ideas? (AK):

Dr. Kent encouraged the chairs to provide anything your faculty are doing that could connect to “The Year of 50” which can be added to our website, The Pillars, etc. Dr. Kent suggested a 50’s Sock Hop sponsored by our student association for convocation. Dr. Stefurak volunteered to spearhead the football tents.

5. Graduate Studies Update (SS):

Dr. Santoli noted approval has been granted to use the APA style throughout all our programs. Changes will be made on the graduate school web page. Dr. Santoli will work on the links in the handbook.

6. Administrator Evaluation (AK):

Dr. Kent provided a handout titled “Academic Administrator Evaluation”. The Office of Institutional Research (OIR) is developing a survey for distribution to the chairs and should be out by the end of March beginning of April. Dr. Kent would like the chairs to provide input on the evaluation that will go out to the faculty.

7. Faculty Council Update (PV): N/A

8. Other: (AK)

Faculty Awards – Dr. Kent asked for feedback regarding faculty awards. Should we continue with the event and if so should we continue with the same format? The council provided feedback and suggestions. Dr. Green will be coordinating the faculty award event this year. The event is currently scheduled for April 20th and will be held at the Faculty Club.

Mr. Josh Wooden referenced the House Bill signed by the Governor regarding teacher pay raises. He noted that the teachers with a master's degree from an eligible accredited institution are eligible for a pay raise. The degree has to be an area they are certified in or an area of certification that exist in Alabama.

Mrs. Aimee Meyers announced that Wind Creek Hospitality is sponsoring the Workforce Summit which begins in March. She also noted that the Employee Annual Campaign is coming up and Dr. Kent, along with Dr. Michael Finan, Director of USA Mitchell Cancer center, are co-chairs for the campaign this year. New fresh ideas are being considered to help change the way employees look at giving and try to encourage people to increase their giving.

Dr. Kent encouraged the chairs to keep diversity as a focus for the faculty searches.

Dr. Kent noted regarding the College name change that we will definitely keep “College of Education” as the first part of the name. Input from faculty must be in by the end of this week. The top three names will be submitted to Academic Affair for final decision.

Dr. Andre Green announced he will be sending out an email to the chairs regarding suggestions for a speaker series to come speak to the COE. Suggestions should be submitted to Dr. Andre Green. More information to come.

The meeting adjourned at 11:00 a.m.

The next scheduled meeting is **Monday, March 27, 2017 at 9:30 a.m.**

