

**Minutes**  
**Dean's Administrative Council**  
**College of Education**  
**University of South Alabama**  
**UCOM 3619**  
**10:00 AM – Noon, August 30, 2010**

**Members Present:** Dr. Richard L. Hayes, Dean; Dr. Thomas L. Chilton, Associate Dean; Dr. Phillip Feldman, Associate Dean; Dr. Harold Dodge, Interim Chair, Leadership and Teacher Education; Dr. Frederick Scaffidi, Chair, Health, Physical Education, and Leisure Studies; Dr. Charles Guest, Chair, Professional Studies; Dr. Abigail Baxter, Director, Graduate Studies and Research; Dr. Peggy Delmas, Director, Student Advising; Dr. James Van Haneghan, Director, Assessment and Evaluation; Dr. Andrea Kent, Director, Field Services; and Tres Stefurak, COE Faculty Council Representative.

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

**1. Information Update**

- a. **Faculty Searches** – Searches continue for three positions: LTE Chair, Counseling Psychologist, and Exercise Science and Coaching. The Search Committees will be meeting soon to begin reviewing applications.
  - b. **USA Academic Leadership Program** – Dr. Charles Guest and Dr. Peggy Delmas have been nominated by Dean Hayes to participate in this program's inaugural year. Only 15 individuals from the campus who hold or are interested in pursuing a leadership position will be selected to attend six afternoon sessions throughout the academic year designed to enhance leadership skills.
  - c. **COE Graduating Seniors Perceptions 2009/10** – More than 250 College of Education graduating seniors responded to the annual senior survey which revealed very favorable findings. Over 85 percent indicated either "excellent" or "good" ratings in three categories: their overall experience at USA, the advising they received for their major and their academic preparation. The students expressed appreciation that much more decision making and collaborative work on civic minded issues dealing with critical issues is being incorporated into their course work.
2. **Trac Dat Review** – The deadline for submission of the Department-Approved Assessment Reports and Plans to be entered into TracDat has been moved up to September 27<sup>th</sup> for review by the Dean. A meeting of the program coordinators will be scheduled in the near future.
  3. **Faculty Research Award** – Recommended procedures for making this award have been forwarded to the Dean for review.
  4. **Faculty Computer Upgrades** – All faculty computers, laptops and monitors are now being inventoried to identify the need for upgrade/s and/or replacement. Benchmarks to bring everyone up to standard will include a 2 Gb processor, 2 Gb ram and 250 Mb hard drives. Exceptions will be made for video processing or anything that might require more computer capacity.
  5. **USABC Strategic Directions** – Four strategies for developing COE courses in our Baldwin County were outlined and discussed: identify and commit resources for the academic programs that will be marketed and delivered over the next five years; analyze programs for possible development in the arts, humanities, and health professions; collaborate with Faulkner State Community college to facilitate student success for transfer students through advising and 2+2 plans; and pursue development funds for scholarships. Dr. Chilton has met with Dr. Alan Lee, the new Baldwin County Superintendent and Mr. Tim Kant, Mayor of Fairhope, who were both very receptive to encouraging the school personnel to become more involved in collaborative programming. Joan Exline, Associate Vice President, IRPA and Regional Campuses, is in charging of overseeing the Baldwin County campuses and has been very supportive of our endeavors. On line and hybrid courses have experienced an exponential growth rate. Campus wide there are almost 7,000 enrollments in fully online courses this semester.

6. **USA Whistle Blower Policy** – This policy, updated in July 2010, reinforces and codifies USA policies dealing with allegations of research misconduct.
7. **Computer Access Requirement** – Beginning with the fall semester 2010, the College of Education now requires all students who are candidates for a degree in designated programs to own a personal, portable laptop computer. The Dean, in collaboration with several faculty members, has defined the exact capacity and platforms of the equipment to be recommended for our discipline and those requirements will now be posted on the COE website. Enforcement of the policy will be up to individual faculty members who are urged to consider how they can make effective use of laptops in their classrooms before enforcing the policy. **No computer “loaners” are available to students.**
8. **Digital Measures** – USA has entered into a contract to adopt an electronic portfolio system for faculty that is being implemented on a trial basis in the COE prior to full adoption. All faculty will be expected to compile their annual reports and P&T dossiers using this system beginning in spring 2011, but may begin doing so once the necessary templates have been prepared. This electronic system will be used to compose curricula vitae and incorporates standards to satisfy NCATE and SACS reporting requirements. More information on this system is available at <http://www.digitalmeasures.com/ActivityInsight/>
9. **Fall COE Faculty Meeting** – This meeting is scheduled for Thursday, September 9<sup>th</sup> from 3:30-5:00 PM in UCOM 3212 and is immediately followed by the Graduate Assistant reception.
10. **Faculty Scholarship Survey** – Dr. Feldman explored the development of a faculty survey to solicit information on faculty activities for an upcoming issue of *The Pillars*, which is read by alumni and many non-education professionals and serves as an excellent tool to raise awareness about our goals and accomplishments.
11. **Faculty Council** – COE representative Tres Stefurak reported that discussions are being held to more clearly define “collegiality” as a criterion for faculty performance reviews. The Council will work with the Dean to develop an operational definition and behavioral indicators.
12. **Advising** – HPELS requested that the Advising Center play a more active role in the advisement of their majors. It was clarified that faculty members continue to have responsibility for advising students in their course selections, career paths, and educational choices. The Advising Center is responsible for keeping track of a student’s degree progress, maintaining their consistency with state and federal programs, and clarifying course requirements and/or coursework prescribed by program faculty. Dr. Scaffidi and Dr Delmas will develop a plan for transferring some advising duties to the Center and assess the demand for additional staff occasioned by such action.

Respectfully submitted,

Marian Zambrano  
Recorder