

**Minutes**  
**Dean's Administrative Council**  
**College of Education**  
**University of South Alabama**  
**UCOM 3619**  
**10:00 AM – 12:00 PM, December 5, 2011**

**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. Charles Guest, Chair, Professional Studies; Dr. Frederick Scaffidi, Chair, Health, Physical Education, and Leisure 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. Peggy Delmas, Director, Student Advising; and Dr. Wanda Maulding, Leadership and Teacher Education were absent.

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

1. Information Update

- a. Sakai – There are 74 online courses in the COE. Department chairpersons will have the option of paying faculty \$250, \$400 or \$550 (depending on level of difficulty) to migrate each course from e-College to Sakai or those funds may be paid to the ILC to migrate the course. The funds will be distributed when the course is taught for the first time. The expectation is that those faculty who will be transitioning their own courses to Sakai will complete the transition in its entirety before the first class. It is highly recommended that faculty migrate their own courses or build a course in a project site to be moved into the course shell when they are ready to go live. All faculty will be required to complete instruction in Sakai 101: Parts 1-4 (each part 2 hours for a total of 8 hours).

Dean Hayes requested a list from each Chair indicating who will be responsible for migrating each course under their purview.

The last courses for eCollege in the COE will be taught in the summer semester, 2012. Once the transition is complete, eCollege will still be accessible until the end of 2013.

- b. Reading Remediation Requirements – A policy has been in place since 2007 to remediate students who had a score less than 19 on the English portion of the ACT, or an SAT Critical Reading score of less than 470, in order to better prepare them for COE courses. The policy required them to take LAS100. A recently completed analysis of the retention of those students remediated confirmed that those required to take the course did not do any better, and in some cases did worse in the courses the LAS100 reading course was supposed to improve. Therefore, the remediation policy for regularly admitted students has been eliminated. First time, full-time, degree seeking freshmen may still be required to take RDG 151, which has a higher ACT reading score reading score requirement.
  - c. UCOM Construction – A successful bid for the HVAC system has been accepted, which will complete the renovation project in LTE. We are optimistic that the project will be finished over the holiday break.
2. NCATE – Good progress is being made on all subcommittees and the process seems to be developing on a timely basis.
  3. LMS Certification – See Sakai update (1. a.) above.
  4. Aimee Meyers, our new development specialist replacing Cris Smith, was introduced. She would like to meet with each of the chairs and talk to them about their departments.

5. Religion in the Workplace – University attorneys have advised that if a student comes to a faculty member and asks to be excused for the student’s religious beliefs, they must be excused and provided with reasonable accommodations, whether or not the students was affiliated with this religion at the beginning of the semester.
6. Jagline – Aimee Meyers reported that the College of Education has received over 189 gifts totaling more than \$9,000. This amount is the largest pledged to any college.
7. Persistence Report – The latest report on students who start out at one of USA’s colleges and end up graduating from another was presented. Although useful in identifying certain trends, the report would be more meaningful if it identified the academic trajectories of third year students who began their course work in the college. We also need to obtain a report on the student’s GPA at the time of migration or transfer from another college to determine whether we are losing students who were performing well and then tie those migrated/migrating students to specific courses. A report comparing our college to those at other institutions would also be helpful. Our goal is a high negative score on migration and a high positive score on retention.
8. A China Initiative – A meeting has been scheduled to discuss the various China initiatives on Friday, December 16<sup>th</sup>. Drs. Tom Chilton, Jim Ellis and Erwei Dong went to China and then on to Korea in June. Vice President David Johnson went with several people and saw six institutions mainly related to CIS and engineering. They have subsequently been in contact with colleges of education. Drs. Hayes and Dong went to China in November in preparation for the World Leisure Congress that is coming to our campus Sept. 6-12, 2014. In addition, to the WLC, they attended three universities interested in developing collaborative agreements with faculty exchanges. Meetings will be held in December and January to explore these collaborations with interested faculty.
9. Articulation Agreements – As a result of recent administrative conversations with China, an Articulation Agreement was drafted for discussion. Each college is now developing a list of courses that would be accepted toward candidacy and then looking for the equivalent courses at the Chinese universities. Students would then be able to study at either university and graduate in the same period of time. In the next few weeks, the dean will be gathering information on HPELS courses to meet needs identified in three Chinese institutions during his recent visit to their campuses.
10. Staff Position – Kate Turnmire has announced her retirement effective January 1, 2012. Dean Hayes does not plan to replace Kate’s position, but will seek to hire an data systems manager who is familiar with all the various systems in use in the college (e.g., Sakai, Foliotek, Digital Measures, Banner, TracDat, etc.), will be able to produce reports, instruct others how to use each software when necessary, and manage our website. A description and title are currently being developed for this position and then the approval process will begin.