

Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619
10:00 a.m. – 12:00 p.m., July 28, 2008

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

Dean Hayes called the meeting to order at 10:05 a.m.

1. Information Update

- a. Dean Hayes provided a copy of the Sponsored Activity Overview from October 1, 2007 through June 30, 2008. The report reflected positively for the COE, indicating we ranked first among academic units in the University for funded proposals.
- b. Advisor Assignments for the Summer Semester 2008 was distributed. Dean Hayes reported that there were a total of 41 on-line courses offered, which did extremely well, filling up first ahead of on campus sections. Dean Hayes reiterated that departments should continue to examine which courses lend themselves to the on-line format for future semester offerings.
- c. Community Economic Development Initiative information, which was provided by the Community Foundation of South Alabama was distributed. The Community Foundation wishes to involve the College of Education in the on-going dialogue taking place among leaders and organizations across the Community. More information and meetings will follow.
- d. New Phone System – Dr. Feldman gave a brief overview of some of the features available through the new phone system, especially the capability of having voice mail messages sent to email inboxes. A summary of most used features with instructions was distributed.

2. TracDat Re-training

Dr. Joan Exline and Cecelia Martin from Institutional Research attended the meeting to provide information about TracDat, Version 4. Dr. Exline presented an overview of TracDat and outlined its importance relative to assessment and SACS Accreditation. Ms. Martin reviewed Version 4's new features and provided documentation with cited examples of how the new features should be utilized. Some discussion followed about how the College of Education defined "program" relative to TracDat. Dean Hayes directed the DAC to the COE Organizational Chart and identified each of these units as "programs".

3. USA Enrollment Statistics

Dean Hayes distributed a handout on In-State and Out-of-State Tuition Students, Fall 2003 vs Fall 2007. The report indicated that USA's primary growth is in two areas: 1) out of state students and 2) on-line courses.

4. Faculty Evaluations

Dean Hayes notified Chairs that information for faculty evaluations will be forthcoming.

5. Improvement on High Stakes Tests

Statistics from 2004 through 2007 were distributed on the DIBELS Assessment Tests.

6. SSA's Educational Priorities

Dean Hayes distributed an article "Setting SSA's Educational Priorities", which outlined what School Superintendents of Alabama state that they envision for every child. In considering how our teacher candidates are being prepared in the classroom, Dean Hayes proposed the following things to consider relative to this stated vision:

- Do we line up with where State Superintendents in Alabama are headed?
- Can we say that our graduates can do these things?
- How do we ensure it?
- How do we assess it?

7. Staff Performance Evaluations

There was a brief discussion of the current status of the Staff Evaluation process for this year and the new rating scale for the upcoming year. Staff Performance Evaluations for this year are due in Human Resources by August 15, 2008.

8. ALSDE Fingerprinting Requirement

Dr. Delmas reported on the ALSDE's new requirement that students be required to have CLEAR status prior to being admitted to Candidacy. Previously, the requirement was for the fingerprints to be taken, but not necessarily CLEARED prior to Candidacy. To accommodate this updated policy, the Advising Center will go from one to two fingerprinting sessions for students per semester.

9. Anticipated Faculty Searches

Dean Hayes reported on the status of the four pending faculty searches in the COE in relation to the hiring freeze.

10. Field Services Manual

Dr. Kent distributed an outline of a proposed Office of Field Services Policy and Procedures Manual, which will be drafted in collaboration with program faculty.

With there being no further business, the meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Kathy Beck
Recorder