

Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619

10:00 a.m. – 12:00 p.m., August 25, 2008

Members Present: Dr. Richard L. Hayes, Dean; Dr. Thomas L. Chilton, Associate Dean; Dr. Phillip Feldman, Associate Dean; Dr. Frederick Scaffidi, Chair, Health, Physical Education, and Leisure Studies; Dr. Harold Dodge, Interim Chair, 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.

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

1. Information Update

- a. The Conflict of Interest and Commitment Policy was distributed and discussed briefly. Although the University encourages faculty to engage in mutually beneficial relationships with external entities in the public and private sectors, there must be safeguards against conflicts that might compromise the integrity of the University's mission. Workshops will be held to communicate the policy standards and faculty and administrators at or above the director level are encouraged to attend. Dean Hayes also suggested that as chairs meet with faculty to discuss annual evaluations that this policy be communicated and tied into performance and goals.
- b. Community Economic Development Initiative - Meeting to be held in UCOM 3901, August 28, 2008.
- c. Fall 2008 Headcount and Enrollment Statistics were distributed. Overall University enrollment increased slightly. However, College of Education enrollment declined at both the undergraduate and graduate levels. On line course offerings continue to draw more students each semester.

2. Mental Health Referrals

Al Clark, Director of Counseling Services, attended the meeting to increase awareness of the role his office plays as a resource to faculty, staff and students. In particular, as faculty are faced with dealing with student matters that interfere with or hinder the academic environment or the student's academic progress, staff in Counseling Services are equipped and available to serve as consultants to faculty as well as counsel students. Their number is 460-7051.

3. TracDat Re-training

Training sessions have been set up and Chairs as well as Program Coordinators are required to attend.

4. Staff Part-Time Teaching Policy

The policy for Staff-part-time Teaching, which was discussed at the last Dean's Council meeting, was distributed. As the handout indicated, the policy states that the normal work week for staff is considered Monday through Friday, 8:00 a.m. to 5:00 p.m. The deans unanimously agreed that staff should be allowed to teach one Weekend College or evening course, with the proper approvals, in addition to one course allowed during the normal work week and that the policy should be updated to reflect this change. This allows up to, but no more than, two (2) courses a semester.

5. Faculty Evaluations

Faculty evaluations will be conducted, although the budget will not allow for salary increases. Dean Hayes indicated that he will propose to the SVPAA that the average of the overall evaluation period since the last raise be taken into consideration, when raises are re-instated.

6. Staff Evaluations

The completion of the annual staff evaluation process was discussed briefly. Overall, deans, chairs and directors expressed no major concerns or issues.

7. Cut-Off for Requisitions, POs and Bid Requests

A memo was distributed from Scott Weldon, University Controller, as a reminder of the September 30, 2008 closing date for the State of Alabama's fiscal year, and as such the accounting records of the University will be closed for the period. This memo outlined the absolute deadlines for requisitions, purchase orders and bid requests.

8. Filling Vacant Faculty and Staff Positions

In light of the current budget situation, a limited number of faculty searches have been approved by the Office of Academic Affairs. The University Freeze Committee must approve the search for the current LTE staff vacancy.

9. International Initiatives

Currently, proposals are being formulated by Dr. Jean Clark and Dr. Monica Hunter to participate in the International Cooperative Agreement with the University of Costa Rica. In August, while traveling in South Korea, Dean Hayes formalized an International Cooperative Agreement between USA and Dongguk University.

A revised Transient Approval form was distributed, which encompasses the approval process for Study Abroad Participants. Dean Hayes asked Dr. Delmas to obtain further clarification of the process for International Exchange Agreement course work.

10. Teacher Preparation Programs Field Services Manual

Meetings have been scheduled to work on this manual, which will include LTE Program Coordinators and Dr. Pugh from HPELS.

11. Vacation Days

In light of upcoming holidays, staff vacation requests were discussed to ensure that offices are fully covered during days of operation.

12. New Phone System

Dr. Chilton asked department chairs and directors to decide and let him know what extension they would like displayed on outgoing calls on the recipient's caller id.

13. Handling Harassment/Gender Discrimination

Handouts were distributed and discussed. Dean Hayes identified behaviors that constitute harassment and/or discriminatory as fundamentally "unwanted, persistent, or anything a reasonable person would find inappropriate or offensive." He also reminded the DAC of the liability to an individual and to the University when this type of behavior is observed with no effort to encourage modification and/or no effort to report it to a higher authority. Jean Tucker, University Attorney, will attend the September 12, 2008 COE Faculty Meeting to further discuss this topic.

14. COE Standing Committees

A copy of the COE Standing Committees was distributed and Dean Hayes asked those present to review their representatives on these committees, make necessary revisions, and return the information to him as soon as possible.

15. Other

Dr. Scaffidi expressed his concern that AIS students are given concentrations in disciplines without appropriate collaboration with the department. A concern, in particular, is whether AIS students are following state guidelines when participating in local school districts internships. Dean Hayes will look into this matter with Dean Wells.

With there being no further business, the meeting was adjourned at 12:20 p.m.

Respectfully submitted,

Kathy Beck
Recorder