

**Minutes**  
**Dean's Administrative Council**  
**College of Education**  
**University of South Alabama**  
**UCOM 3619**  
**10:00 AM – 12:00 PM, August 29, 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, Interim 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. Peggy Delmas, Director, Student Advising; Dr. Andrea Kent, Director, Field Services; Dr. Abigail Baxter, Director, Graduate Studies and Research; and Dr. Christopher Keshock, COE Faculty Council Representative.

There were no members absent.

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

1. Information Update

- a. Founders Day 2012 – February 7, 2012 is the date for the COE's next Founder's Day celebration. Dean Hayes has made arrangements to hold this event in conjunction with the Educational Foundation Summit. This will attract national speakers, state politicians, and between 500 – 750 people to showcase activities in our college.
- b. ILC schedule of Events Fall 2011 – A list of the fall schedule of courses from The Innovation in Learning Center was distributed. Everyone interested in learning the basics of Sakai should take Sakai 101: Parts 1-4.
- c. Policy on Course Formats – Transmittal sheets for web-hybrid, blended and fully on-line courses have now been discontinued. Every new course should have a web component.

2. NCATE— The NCATE Steering Committee, composed of program coordinators, administrators and chairs, has now chosen “standard field experience clinical practice” as the standard to focus on for NCATE. The NCATE Steering committee is scheduled to meet the third Thursday of every month. The next scheduled meeting is September 15th.

3. LMS Migration Update—The COE is migrating 74 unique fully online courses, and working on Foliotek's migration to the Sakai system. The end of the Spring 2012 semester is the target date to complete the migration of all courses College wide from e-College to Sakai. All summer courses in 2012 should be offered in Sakai. Each college will be given an option to pay the faculty member who will migrate their own course, or pay an outside vendor to do it. This is for fully online courses only, each instructor is responsible for setting up their eCompanion in Sakai. Dr. Feldman presented an overview of some of the projects currently set up on Sakai for the COE.

4. University Centers — The College Research Council distributed guidelines for creating and managing USA Centers and Institutes. A “center” is usually defined as being in one college and having one purpose. A “USA Center” would be one that encompasses more than one discipline. An institute is defined as involving the participating of multiple institutions. An institute may house several centers. Our goal is to grandfather in all currently existing centers into alignment with these guidelines. All centers will be subject to routine reporting and reviewed every 5-7 years.

5. Phonathon— The University is hiring a group to conduct phonathons on campus. They will employ students to do the calls. Dean Hayes distributed a list of suggested ideas to promote our college during the phonathon and asked the Dean's Council for suggestions, edits or additions to the ideas put forth.
6. Socio-cultural competency requirement – We need to identify courses and field experiences we are using to meet this requirement. Does the diversity standard provide for students to have opportunities to integrate cultural differences built into the curriculum? Dr. Baxter suggested we begin with a course that would include cultural requirements prior to candidacy.
7. Exit Surveys—Exit surveys will need to be completed in Scantron or E-college for now.
8. ARAMARK Food Service Survey – Dr. Feldman developed a survey for feedback on any event we hire Aramark to do for the COE. This survey, focusing on quality of food and service, will need to be completed for every reimbursement or direct pay request for a COE event.