

Minutes
Dean's Administrative Council
College of Education
UCOM 3619
10:00 AM – 12:00 PM, November 19, 2012

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. Frederick Scaffidi, Chair, Health, Physical Education, and Leisure Studies; Dr. Brenda Litchfield, Interim Chair, Professional Studies; Dr. Peggy Delmas, Director, Student Advising; Dr. James Van Haneghan, Director, Assessment and Evaluation; Dr. Andrea Kent, Director, Field Services; Dr. Christopher Keshock, COE Faculty Council Representative; Dr. Abigail Baxter, Director, Graduate Studies and Research; Dr. Wanda Maulding, NCATE Director and Ron Styron, Director, Quality Enhancement Plan.

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

1. Information Update
 - a. Faculty Searches – two strong faculty candidates have been identified for the position of Counseling Psychology and on campus interviews are in the process of being scheduled.
 - b. EDL Ed.D – Approved by President Moulton, this has now been sent to ACHE and will be put on their March agenda for approval. After which, SACS will need to approve during the semester before the semester the program begins which is slated for May of 2014.
 - c. Student Liability Insurance – Dr. Chilton is working with risk management to see how we can add this to some of the HPELS courses that could benefit from its use. To accomplish this, Banner issues will need to be resolved.
 - d. Presidential Scholarships – The ACT score threshold for this scholarship has been raised to 21. The University also raised its unconditional admission ACT score to 21.
 - e. Credit Hour Estimates – LTE and PS have theirs on file, HPELS will be sent before the deadline of December 1st.
 - f. Workplace Harassment Workshop – By memo from David Johnson, all full and part-time employees are to complete this online course by January 31, 2013. Employees will receive a certificate of completion. Although Banner is tracking completion, employees are advised to give a copy of their certificate to their Chair to be placed in their file just in case an error arises.
2. NCATE – The team will be chaired by the Dean at Kennesaw State. Other members are Middle Tennessee, Mississippi State and the State Department. Dr. Feldman strongly suggests everyone review their standard on Sakai to make sure it is correct and complete.
3. Undergraduate Persistence – The 2012 annual report on undergraduate persistence was distributed and discussed. The retention in the COE is 55%, and the rate for the whole university is 61%. Recruitment appears to be the key for the COE given that most of the students leaving the COE remain on campus in another program.

4. Minimum Credit Hours – The Deans supported movement to 120 credit hours for a degree. Students will also be able to transfer up to half the required credit hours. Programs that already have more than 120 credit hour requirements may remain the same. The COE will be looking at non-certification programs first to get them inside of 120 hours with a target of having most if not all programs within 120 credit hours by fall of 2013.
5. USA On-line Website – The USA on-line website has been completely revised. The revised COE on-line website will launch shortly.
6. QEP- Ron Styron gave a presentation on the continued development of the Quality Enhancement Plan. The QEP strategy going forward focuses on team-based learning, which will be addressed to student learning outcomes. Critical thinking and collaboration are weaknesses which have been identified. A plan has been submitted to SACS which includes a narrative for each of the SACS standards. SACS will be going over a focused review during their visit to campus April 2, 3 & 4, 2013. SACS only requires that we have a plan in place.
7. Revised "Clicker" Policy – The final USA policy on the use of clickers was distributed. The COE has more than 100 clickers of their own which may be requested. The University is moving toward the use of a clicker phone app.
8. Administrative Changes – Tom Chilton and Fred Scaffidi are retiring January 1, 2013, Phil Feldman will retire August 2013, Brenda Litchfield is interim, and Harold Dodge anticipates retiring in May 2014. Over the next 13 months all key administrators will have been replaced in the College. The opportunity created by these retirements opens the possibility for reorganization without having to compromise remaining positions.
9. SAKAI Certification – The Chairs were asked to review their Sakai faculty certifications. There are still faculty who have not completed their Sakai training and will not be approved to teach without completing.
10. Other

Faculty Assignments – The productivity of COE faculty, as recorded in Digital Measures, is currently under review, specifically the research portion of the faculty 60/30/10 contract. Beginning in January, those who have not met expectations for productivity against assigned time for research during the past three years risk having their research assignment adjusted.