

Dean's Administrative Council

Minutes of Meeting

September 19, 2016 at 9:30 a.m.

Dean's Conference Room (3619)

Members Present: Dr. Andrea Kent, Dean; Dr. Andre Green, Associate Dean; Dr. John Kovaleski, Chair, Health, Kinesiology and Sport; Dr. James Stefurak, Chair of Professional Studies; Dr. Susan Santoli, Interim Chair of LTE/Director of Graduate Studies; Dr. Stephanie Stewart, Director of Academic Assessment; Ms. Jennifer Simpson, Director of Field Services; Mr. Josh Wooden, Director of Academic Advising; Dr. Paige Vitulli, President of the College Faculty Council; and Ms. Aimee Meyers, Development Liaison.

Dean Kent called the meeting to order at 9:30 a.m. and introduced Mr. John Hedburg, the new Financial Operation's Specialist.

1. Information Update:

a. Faculty Searches –

Dr. Kovaleski, Chair of HKS reported one faculty position open - Assistant Professor of Health Promotions. The search committee has conducted the initial review of the applicant files and now in the process of looking more closely at some potential candidates.

Dr. Stefurak, Chair of PS reported two positions available in Professional Studies - Assistant Professor of Library Media and Assistant Professor of Instructional Design/Technology. Initial review of applicant files will begin October 15, 2016.

Dr. Susan Santoli, Interim Chair of LTE, reported no vacancies in LTE.

b. Staff Searches

Dr. Kovaleski reported the word processor position has been filled by Ms. Micki Lowe. Ms. Lowe will start effective September 26, 2016.

d. The Pillars - Dr. Green reported that Publications has the initial documents and we should be receiving a 1st draft proof hopefully by the end of the week. Dr. Kent reminded the chairs to be sure to proof their section thoroughly once they receive the 1st draft and return it to Dana for submission to Publication ASAP for 2nd draft. Our goal is to have the Pillars printed by October 15th.

e. COE Fall Faculty Meeting – Dr. Kent reported good attendance at the faculty meeting on September 1, 2016. She noted Mr. Bedsole, Chair of the Advisory Council, appreciated the opportunity to speak to the faculty and learn more about the College.

- f. **COE Town Hall Meeting** – Dr. Kent reported that the Town Hall meeting went well. She suggested that in the future, the chairs can collaborate with their faculty to come up with some preset general questions for next year's meeting.
- g. **Founder's Day** – Dr. Kent provided an update on the Founder's Day event for February 2, 2017. She and Aimee are working with Melva Jones of the Office of Special Events. Ms. Jones has presented two proposals for consideration. Nomination forms will be emailed out to all faculty and staff for consideration for the 50th Anniversary recognition of 50 people who have made a difference in the College of Education's history.

2. Fall Enrollment (AK):

Dr. Kent provided a memo handout from Dr. Gordon Mills, Director of the Institutional Research, titled "Fall 2016 Headcount and Credit Hour Enrollment" for final headcount enrollment statistics comparison by College. Mr. Josh Wooden in Advising provided a COE departmental breakdown comparison for Fall 2015 and Fall 2016. An overview of the COE Fall enrollment was presented by Dr. Kent and discussion followed on what and how the College needs to do to improve our numbers.

3. ILC – Small Group Instructional Feedback* and Faculty Development Day* (AK):

Dr. Kent provided two separate handouts from the ILC. 1.) Small Group Instructional Feedback (SGIF) which is a formative mid-course check-in process for gathering information from students on their learning experience. The process is designed to foster communication and dialogue between students and instructors so that learning objectives and outcomes can be met successfully. SGIF data are kept confidential by the ILC and only provided to the instructor requesting the service. Educational Value is offered both to faculty and students. For more information call the ILC at 461-1888 or visit <http://southalabama.edu/departments/ilc/sgif.html>. 2.) Faculty Development Day which is a day-long series of instruction workshops intended to help faculty learn about research based instruction approaches that they can apply in their classes. The workshop is scheduled for Thursday, October 6 from 9:00 am – 3:00 pm at the USA Faculty Club. For more information visit <http://southalabama.edu/departments/ilc/facdevday.html>.

4. USA Day – (JW):

USA Days are special Saturday campus visitation days for prospective undergraduate students and their parents. Upcoming dates scheduled for Fall 2016 is October 15 and November 5. There is also one scheduled for Spring 2017 on February 26, 2017. Dr. Kent would like to recruit one faculty to represent each program. Josh will send out more information.

5. Development (AM):

Ms. Aimee Meyers distributed the new COE Upward Onward information brochure developed by the Office of Development and Alumni Relations for the College of Education. The brochure highlights the mission of the College, as well as the Upward and Onward Campaign.

Ms. Meyers provided an update on the 150 Million Campaign. Currently, they have raised 94 million.

6. Graduate Studies Update (SS):

Dr. Susan Santoli provided an update of the Graduate Studies Program. Jamie continues to send Dr. Santoli a list of students who are in application mode and she will forward the information to the Chairs. Dr. Santoli reported that students have already begun to apply for Spring and Fall 2017. Dr. Santoli also noted that the website is now current with the correct dates.

7. Express Setup of a Course Site (AK):

Dr. Kent provided a handout from the ILC titled *“Express Setup of a Course Site in USAonline”*. Dr. Kent noted that every single course should have a Sakai Site setup with a minimum of at least a syllabus. The handout provides basic instructions to setup a course site. For more information you can contact the ILC.

8. Extra Yard for Teachers – September 24th (AK):

Dr. Kent provided an update on the “Extra Yard for Teachers” event. The USA Jaguar football game will start at 6:00 pm on Saturday, September 24. Tailgating will begin at 3:00 pm. We will need 6-8 people to volunteer to help “man the tent”. Each slot will be for approximately 45 minutes. Athletics will have a space available for the COE to setup a tent for guests to flow through to sign up and get drinks, etc.

9. Course Substitutions (AK):

Dr. Kent noted that the dean will now have to review and sign all new forms for course substitutions in the Degree Works program (Apply Here feature). A new policy and form are currently being written.

10. Office of Academic Assessment update (SS):

Dr. Stephanie Stewart provided a general update and asked for feedback on the TracDat on ways we can more effectively enter information into TracDat. One suggestion she offered was to enter any available data mid-year, in the month of December because early Fall semester is such a busy time for program coordinators.

11. Culture of Inquiry...Where are we? (AK):

Consider Culture of Inquiry when working on TracDat. What data do programs & departments need to collect to make meaningful decisions? Communicate this with your faculty.

12. Other: N/A

The meeting adjourned at 11:00 a.m.

The next scheduled meeting is **Monday, October 24, 2016 at 9:30 a.m.**