

Dean's Administrative Council

Minutes of Meeting

January 29, 2018 at 9:30 a.m.

Dean's Conference Room (3619)

Members Present: Dr. Andi Kent, Dean; Dr. Andre Green, Associate Dean; Dr. Tres Stefurak, Chair of Counseling and Instructional Sciences; Dr. John Kovaleski, Chair, Health, Kinesiology and Sports; Dr. Susan Santoli, Chair of Leadership and Teacher Education; Dr. Paige Vitulli, Interim Chair of Integrative Studies; Dr. Robert Thompson, Interim Chair of Hospitality and Tourism Management; Mr. Josh Wooden, Director of Academic Advising; Dr. Dennis Campbell, President of the College Faculty Council; Dr. Matt Binion, Director of Academic Assessments; Ms. Jennifer Simpson, Director of Field Services

Members Absent: Mrs. Aimee Meyers, Development Liaison

Dean Kent called the meeting to order at 9:30 a.m.

1. Information Update:

a. Faculty Searches:

Dr. Kovaleski informed the council that the associate professor position in Physical Education Pedagogy has been reposted.

Dr. Stefurak informed the council that the assistant professor of education media and technology position in CINS has been closed. Plans are to repost as a non-tenure position.

Dr. Santoli informed the council that the tenure track associate professor of education leadership and program coordinator in LTE was previously closed due to lack of qualified candidates then reposted for an assistant to associate professor. The position was resubmitted to Academic Affairs and approved to additionally post for an "open rank" position without having to close the current position again. All applicants were notified and informed that their applications would remain in the applicant pool for consideration.

b. Staff Searches (AK/TS):

Dr. Stefurak informed the council that Gail McLean's promotion has been processed and has been reclassified as a Secretary V.

c. Website Design Project (TS):

Dr. Stefurak provided an update on the website design project. He will be meeting with the committee today to finalize photos, etc. and will meet with Dr. Kent for approval of content. Current plans are to have new home page ready to go live by February 1.

d. COTL* (AK):

Dr. Kent provided a handout to the council on the Annual COTL 2018 Conference. The conference will be held May 7 & 8. She asked the chairs to encourage the faculty to attend and/or consider giving a presentation.

e. Graduate Student Forum * (AK):

Dr. Kent provided a handout titled “Call for Posters-25th Annual USA Spring Graduate Research Forum. The event will be held Monday, March 12 through Wednesday, March 14. Faculty and graduate students are invited to present their research, scholarly, and creative projects. This is a great opportunity for non-tenure faculty to do a presentation.

2. Spring 2018 Enrollment* (AK):

a. Recruitment plan and action taken

Dr. Kent provided an enrollment update to the council and distributed a handout titled “Annual Spring Enrollment 2014-2018”. Note HKS & HTM’s numbers are up. She encouraged the council to help recruit for our graduate programs. Faculty, and each department, need to have a recruiting plan in place and take action.

3. Revised Academic Status Policy for Undergraduates* (AK):

Dr. Kent provided a handout title “Academic Status Policy for Undergraduates” based on UA. This new policy is effective immediately.

4. Department Chair Evaluations (AK):

The faculty senate explored the possibility of term limits for departmental chairs. 2018 spring surveys will go out to faculty for feedback regarding chair’s annual review. Starting next year, the chairs will begin to go through a 5-year review cycle.

5. Course fee audit (AK):

A university wide audit has been completed on all the course fees for the University. As a result, the following new procedures have been implemented:

a. New form forth coming - We will need to reapply for fees. A paper trail is required. Required to itemize how/what you are doing with this fee.

b. Bi-annual review process – Every two years all course fees will be reviewed. An excel form will be developed and each department will be required to complete. Every department will be required to have an account for the special course fees.

6. Office of Assessment Update (MB):

Dr. Matt Binion provided an update of the Office of Assessment.

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- Fall surveys are almost complete. Moved all surveys out of Class Climate into Quatrics.
- LiveText has changed their name to Watermark. An on-campus meeting with their rep will be in March.
- Alla has put together an announcement for the students regarding the name change and placed on the website.
- Cecelia Martin will be meeting with each of the department chair regarding TracDat.
- Advanced Level Programs (graduate programs) – Working on creating a template for exit surveys.

7. Faculty Council (DC): No update.

8. SACS (AK):

a. Results column MUST be completed – robust description of improvements 16-17; 17-18; 18-19

Dr. Kent provided a handout titled “SACSCOC Timeline Overview” from Dr. Angela Coleman for the council’s reference. She emphasized the “Result” column must be completed with a robust description improvement. Colleges must ensure their data is complete for years 2016-2017, 2017-2018 and into 2018-2019. Departments need to start now collecting planned assessments, surveys, etc.

9. Development Update (AM): – moved to next month

10. Graduate Studies Update (SS):

Dr. Santoli provided an update and a handout with Graduate Admissions and Application (front) and Final Spring 2018 Headcount Enrollment Statistics Comparison Table (back). See handout for information update.

11. Advising Center/Student Services Update (JW):

Mr. Josh Wooden provided an update on certification information. He noted that the next communication going out to students will be about Praxis scores.

- Friday, February 2 - Anna from the State Department will conduct a CIEP workshop.
- PTL – phasing out in Sept. 2018.

12. Staff hours (AK):

Dr. Kent noted to the council that staff hours are from 8-5 and it has been reported that some are coming in late and leaving early. She asked that this be addressed with your staff.

13. Other: N/A

The next scheduled meeting is **Monday, February 26, 2018 at 9:30 a.m.**