

Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619
10:00 a.m. – 11:40 a.m., February 11, 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. David Gray, 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. Burke Johnson, COE Faculty Senate representative.

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

1. Information Update

a. Records Disposition

Clarification was given regarding the policy on disposition of faculty records, which states that faculty records may be disposed 6 years after separation of employment from the University.

b. Policy Change for Freshman Admission

Effective with the admission of the 2008 freshman class, academic requirements for admission of first time freshman/high school graduates will be changed to:

- Minimum test score requirements for admission are 19 and above on the ACT composite score (900SAT) and a high school GPA of 2.0 on a 4.0 scale. Students with an ACT composite score below 19 and with a minimum high school GPA of 2.5 on a 4.0 scale will be considered for conditional admission. Conditionally admitted students may be required to take additional courses to address identified academic deficiencies.
- Conditionally admitted students with identified academic deficiencies will be required to take courses to address these problems. These courses will likely be developmental studies courses in writing and math.

c. Procedures Change for Promotion and Tenure Dossier

The College of Education Promotion and Tenure Statement of Procedures and Criteria has been slightly modified. Under **Supplementary Materials**, the following statement has been added to the paragraph: "In addition, the Candidate for tenure should include materials from the Mid-Tenure Review, including the Department Chairperson's written summary." This procedure change is now reflected on the College of Education website and will take effect on all subsequent promotion and tenure reviews.

d. Dean and Department Chair Discussion on Faculty Raise Process

At the request of Dr. Covey, Dean Hayes will be meeting with departments over the next week to discuss faculty raise processes and procedures.

e. Spring Enrollment

Dr. Chilton reported that Spring 2008 enrollment is down .7% for undergraduates and 14% for graduates. Credit hour production is down 3.25% for undergraduate courses and 15.74% for graduate courses. Reasons cited for this decrease in enrollment were:

- fewer students seeking the types of majors we offer
- rising standards
- graduate students pursuing alternative education mediums (e.g., school system academies, on-line courses, etc.)

It was further noted that every semester has had a decline in enrollment thus far this academic year.

2. **Founder's Day**

The successes of last week's Founder's Day Celebration were discussed. There was positive feedback on the Educational Research Conference on Wednesday and also on the effectiveness of all three guest speakers, Dr. Roy Nichols, MCPSS School Board Superintendent, Dr. Joe Morton, Alabama State Superintendent and Dr. Linda Darling-Hammond, Distinguished Guest Lecturer on Thursday. Guest speakers also voiced their approval of the role USA's College of Education is playing in conjunction with state wide and local educational objectives.

Suggestions made to improve future Founder's Day Celebrations were to increase exposure by separating and spreading activities over a longer period of time. Also suggested was to decrease the time of the Distinguished Lecture portion of the program to retain the audience for the entire length of the presentation thereby better accommodating participants' schedules.

3. **College Student Faculty Recruitment Initiatives**

Dr. Delmas reported on current student recruitment initiatives. A committee has been formulated and charged with:

- gathering feedback on the needs of respective programs/departments
- determining what recruiting initiatives are currently in place for respective programs/departments
- determining the current weaknesses in or obstacles to recruiting for respective programs/departments

Currently, the following recruiting events are scheduled:

- Emerging Educators' Expo – February 29 – UCOM and Student Center
- Future Teachers of Alabama Spring Conference – February 29-30 – Orange Beach, AL
- USA Days (campus visits for prospective students – freshman and transfers) – February 16 and April 5 – UCOM 3212
- Alternative Master's Info Sessions – March 3 and April 5, UCOM 3212

Dr. Delmas also provided information on The Alabama Teacher Recruitment Incentive Program scholarships. An email notification was sent out last Friday to appropriate COE students regarding this scholarship.

4. **Summer School Course Schedules**

Dr. Chilton provided figures on tuition amounts each department must generate in order to balance their department's summer teaching budget. These amounts will be reviewed with each department chair and recommendations will be made for needed adjustments in current offerings. Basically, every department must strive to be self-supporting. This could be accomplished by having an *average* enrollment of 24-25 students in undergraduate courses and 19-20 students in graduate courses. Offering low enrollment courses in the summer semester can only be considered if absolutely necessary to ensure the integrity of a particular academic program and if offset by courses with sufficient higher enrollment.

5. **Current Faculty Searches**

Each department reported on the status of current faculty searches.

With there being no further business, the meeting was adjourned at 11:40 a.m.

Respectfully submitted,

Kathy Beck
Recorder