

Minutes

Dean's Administrative Council

UCOM 3619

10:00 a.m.—12:00 p.m., June 30, 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. Charles Guest, Chair, Professional Studies; Dr. David Gray, Chair, Leadership and Teacher Education; 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; Dr. Kathy Westbrook, COE Faculty Senate representative (and President Elect). **Guest:** Dr. Russ Lea, Vice President of Research.

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

1. Information Update

a. TracDat re-training

Training sessions are still being organized. Dr. Feldman and Dr. Van Haneghan have met with Dr. Joan Exline, Associate Vice President of Institutional Research, Planning and Assessment, and have discussed our needs from this office to meet COE and SDE requirements. Dr. Exline feels that her department can successfully satisfy our data planning needs and will be developing regular reports to assist in anticipating as well as responding to problem areas or concerns.

b. Senate request "to avoid unnecessary meetings"

A copy of a letter from the Faculty Senate was distributed, whereby, the Faculty Senate was asking for relief from meetings to be held during registration, the first week of classes, the last week of classes, and during finals. Dean Hayes had already revised his calendar of DAC meetings to reflect on this request and ask that all administrators consider this request.

c. UCOM renovation proposal

Specific plans regarding the proposed renovation and expansion of COE space in UCOM await the completion of other high priority building projects across campus.

d. USA allowable and unallowable expenses

A copy of the USA Allowable and Unallowable Expenses was distributed and discussed. Department Chairs and Faculty are responsible for adhering to these directives for their departments.

e. Workflow

A copy of the yearly planned events calendar was distributed to aid faculty in planning events not covered in this printout and as a reminder to faculty to plan and prepare folders for P&T events, Founders Day, Portfolios, etc.

2. Summer On-Line Education

Dr. Chilton reported that the COE had 47 courses online this summer with 556 enrollments and university wide there were nearly 3400 online enrollments. This option appears to be very successful in attracting out-of-state students. He announced that the online course fees were being increased \$15.00 per hour for online courses.

3. USA Conflict of Interest Policy

A copy of the University's Research web site on USA Conflict of Interest Policy was distributed for discussion. Dr. Russ Lea, Vice President for Research, discussed the rationale for the development of these guidelines and the implications for faculty for responsible conduct of research. He will be conducting workshops beginning in the Fall to apprise Faculty of the rules and regulations and why it is necessary as well as mandatory that everyone adheres to these policies. In the meantime, if you have questions about these policies, you are encouraged to contact Dr. Lea or Dr. Phillip Feldman.

4. Incomplete Grades

a. Internship

An undergraduate student must be enrolled in an Internship course **IF** they have been given an "I" for incompleteness of the internship the previous semester. A request for extension may be granted if a longer period of time is needed to complete the

internship requirements, but the student must be enrolled in an internship course to be placed in an internship setting.

b. Portfolio

This will be discussed in Number 5 following.

5. e-Portfolio Syllabus Statement

Students must document mastery of all standards associated with each course and provide evidence in the e-portfolio to receive credit for the course. Students failing to complete the e-portfolio should receive an "I" if otherwise passing and needs to complete some part of the e-portfolio or "F" if not passing the other course requirements.

6. Professional Pathways for Alabama Teachers

A Matrix for Professional Pathways is being proposed by the SDE that provides guidelines and defines opportunities for professional growth throughout one's educational career. It is based on the Alabama Quality Teaching Standards, the Alabama Continuum for Teacher Development, and the Alabama Teacher Leader Standards. Final proposal will be presented to the Governor following meetings to be held fall semester among the members of the Governor's Commission on Quality Teaching.

7. Staff Performance Evaluation

A Supervisor's 2008 Performance Evaluation Workshop Guide was handed out for all to use to assist them in preparing a staff employee performance evaluation which is due in July.

8. Hiring Freeze/Current Faculty Searches

Chairs were advised of the status of their current searches and encouraged to identify and develop the rationale for securing positions for academic year 2008-2009.

9. Change of Calendar July 21 ⇔⇔⇔July 28

The next DAC meeting has been changed.

Respectfully submitted: Kate Turnmire