

Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619
10:00 AM – 12:00 PM, February 8, 2010

Members Present: Dr. Richard L. Hayes, Dean; Dr. Thomas L. Chilton, Associate Dean; Dr. Phillip Feldman, Associate Dean; Dr. Charles Guest, Chair, Professional Studies; Dr. Frederick Scaffidi, Chair, Health, Physical Education, and Leisure Studies; Dr. Abigail Baxter, Director, Graduate Studies and Research; Dr. Peggy Delmas, Director, Student Advising; Dr. Andrea Kent, Director, Field Services; Dr. James Van Haneghan, Director, Assessment and Evaluation; Dr. Tres Stefurak, COE Faculty Council Representative. **Members Absent:** Dr. Harold Dodge, Interim Chair, Leadership and Teacher Education.

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

1. Information Update

- a. **COE Basketball Night 2/11/2010** – information provided
- b. **New Faculty Searches** – Ms. Peggy Danneker will join the College of Education on August 15, 2010 as a Special Education Instructor in the Leadership and Teacher Education Department.
- c. **Spring Enrollment** – The Final Headcount Enrollment Statistics Comparison Report was distributed and showed a decrease in Spring 2010 enrollments in the College of Education in comparison to Spring 2009 enrollments. COE Chairs will look at enrollment issues with Program Coordinators to discuss ideas to retain students.

2. Founders Day

The DAC discussed The Fourth Annual Founders Day Celebration in an effort to decide whether to continue the accepted practice of recognizing Founders Day annually or once every five years. Major points of the discussion were: (1) Change the Founders Day format if celebrated annually to include more graduate students, alumni, MCPSS and BCBE representatives; (2) Rethink Founders Day activities to include HPELS and attract more faculty involvement and student participation; (3) Recognize Founders Day once every five years by holding the conference in a location off campus. It was agreed to poll the Program Coordinators and Faculty Council Members on their interest to continue the current practice of holding Founders Day annually and report the findings at the next DAC meeting.

3. USA Conference on Teaching Excellence

Dr. Brenda Litchfield is the COE representative exploring a USA Conference on Teaching Excellence. The idea of the conference is to showcase good teaching practices at USA and other universities. The conference is expected to take place sometime in April, 2010.

4. Employment Procedures and Policies

USA has issued a set of Equal Opportunity / Equal Access Employer Policies that must be discussed with prospective employees. Dean Hayes and the COE Chairs will review faculty search and employment procedures and policies to develop a written procedure to follow during recruitment.

5. Mandatory Freshman Advising Policy

Beginning Fall 2010, advising will be required for all freshmen (0-31 hours earned) at least once per semester. Dr. Peggy Delmas is currently working with the COE Chairs to develop a program of advisement and Dr. Abigail Baxter will determine the Graduate Student Orientation format.

6. Academic Dismissal

The COE has submitted a proposal to Dr. Keith Harrison, Dean and Associate VP of Academic Affairs requesting approval of a CIP Code to define its programs and academic dismissal procedures as it applies to the college. The proposal is currently under review.

7. Copyright Policy

Dr Jack Dempsey, Director of Electronic Learning, College of Education reported on the USA Copyright Policy stating the University Committee and the University Attorney worked together to come up with recommendations on protecting faculty on intellectual property. The report ranged from copyright use, ownership and works to revenue sharing regulations. The full copyright policy can be found on the USA Grants Administration website at: www.southalabama.edu/vpresearch/policies.html.

8. Technology Transfer/Invention Disclosure

Reginald Taylor, Associate Director, Office of Technology Transfer reported on Technology Transfer/Invention Disclosure stating the following steps must be taken when a faculty member wants to contract outside of USA on a product that was created at USA: (1) Tech Transfer Office - invention disclosure; (2) Copyright – assignment agreement between faculty member and USA; (3) Patent the product; (4) Commercial Assessment – who can we license the product to; (5) Trademark the Product; and (6) License Agreement – monitor license agreement to ensure faculty’s royalty share is collected. The full technology transfer policy can be found on the Office of Technology Transfer website at: www.southalabama.edu/ott/

9. RCR Training

Dr. Abigail Baxter reported on the Responsible Conduct of Research Training for graduate and undergraduate students and stated the training will be implemented into COE courses IDE 510, EPY 525 and IDE 692. Graduate students will be required to complete their RCR training in the first semester and will get a certificate in the course.

10. USA Foundation Travel Funds

The USA Foundation has increased its funding support for travel by University faculty. These funds will be allocated on a per capita basis to departments to support travel intended to improve instruction and/or secure external funding.

11. Course Redesign Initiatives

Dr. Jack Dempsey, Director of Electronic Learning, College of Education reported on Course Redesign Initiatives of which three were approved in the College and a fourth is under revision and review.

12. Other

Dr. Peggy Delmas introduced a M.Ed. Program in Educational Leadership Non Certification Option and stated the program may be completed entirely online with the option to take approximately forty percent of the course in a campus based format. The program leads to a Master of Education degree and is intended for individuals currently employed in, or interested in working in post-secondary education.

Respectfully submitted,

Regina McCreary
Recorder