

**Minutes**  
**Dean's Administrative Council**  
**College of Education**  
**University of South Alabama**  
**UCOM 3619**  
**10:00 AM – 12:00 PM, February 6, 2012**

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

Dr. Wanda Maulding, Director, NCATE, was absent.  
Dean Hayes called the meeting to order at 10:00 a.m.

1. Information Update
  - a. Staff Position – Verbal approval has been given to replace the position vacated by Kate Turnmire with a reclassified position whose job function will be data entry, data management and data resourcing. Once the process of reclassification is complete, this position will be posted.
  - b. UCOM Construction – March is the projected date for completion of renovations in UCOM. We will be testing out the space this spring. Collaboratory projects that will use the full capability of the equipment – collaboration supported by technology – will be given first preference. Those needing a room only will be given the lowest priority.
  - c. CISSTEM Director Search – This search has been concluded. Dr. Julie Cwikla has accepted the position and will join the faculty at the end of the semester.
  - d. Founders Day – Preparations are underway for Education Summit to be held in conjunction with our Founder's Day Celebration tomorrow, February 7. We are expecting approximately 350 paying customers. Our keynote speaker, Dr. Freeman Hrabowski, is scheduled to speak at 11:15, followed by a luncheon address by Dr. Tommy Bice. Students will be seated front and center.
  - e. Computing Proficiency Exam – 25% of freshman students who come to USA are remediated in math. 32% of freshman across the country need math remediated, 42% in two year colleges. This program has been developed to try to improve math performance of freshmen, especially if pursuing a major that leads to certification.
  - f. Proposed Syllabus Revisions –As recommended by the administrators, listing all of the prerequisites on the syllabus will be incorporate into banner and a website will be created that will list all the regulations that apply to students conduct so that it will only be necessary to cite that particular place unless the college has its own particular requirements. The order of the syllabus will be left to individual units.
2. Enrollment Statistics – Dr. Van Haneghan reported that undergraduate enrollment is down 27 students, elementary education enrollment has decreased slightly, and the special education alternative master's program enrollment has dropped quite a bit. Dr. Chilton reported that since our last meeting, overall headcount enrollment was down 650, but the COE made up close to 600 students during drop add which now puts the College's student enrollment just below last spring's enrollment. There are fewer people coming in than there are graduating and not completing. The COE has approximately a 33% six year completion rate. Chairs need to communicate to the faculty that grants and/or tuition are the only two viable revenue options remaining to the COE. The best marketing tool might be the graduates themselves who are becoming employed much more successfully than those graduating from other local institutions. Their testimonies can be used both to retain the students we have and to attract new students by alleviating the misperceptions that exist.

3. NCATE – The COE continues to make good progress. The steering committee will meet again on February 16.
4. Real World Experience Requirement – This is a “recency” requirement that asks what are the experiences that faculty would go through at a P-12 setting. We are developing agreements with the school system for HPELS, Leadership and Teacher Education and Dr. Kent’ committee is addressing the issue as well. We are making good progress toward documenting this accreditation requirement. We will work toward adding the reporting of relevant activities they have done in the P-12 setting to Digital Measures (Vitae) used in annual faculty evaluations for merit, promotion and tenure.
5. Marketing Graduate Programs – Dr. Feldman presented a power point on an email that will be sent to Mobile and Baldwin County teachers with all pertinent information on course and program requirements in all three departments of the COE, including requirements and applications for each different program. It is anticipated that on-line program accessibility will be attractive to new enrollees. The link to this site will be sent to the chairs for distribute to check for accuracy before sending out.

Dr. Guest brought up the issue of using Facebook to market our programs. While the COE does have a COE FB page, it is not currently being well managed for the entire college. This responsibilities will be delegated to the new data systems manager to be hired.

6. On-line Program Planning – A powerpoint presentation developed by Joan Exline regarding the future course of USA’s online programs was distributed. This is an effort to get faculty thinking about new online programs and repurposing some existing programs to open them up to new audiences. It is an effort to increase enrollment through the development of new online programs, not about changing the structure of current online offerings. Early childhood studies may become totally online, athletic training, sports and recreation, coaching to determine whether they can turn these into programs totally online or at least a hybrid. The COE is also working with psychology, sociology, and the business school to develop online undergraduate programs. Other prospective professions we might look to develop online programs for include Education Administrators, Human Resources and Labor Relations, Psychologists, Counselors, Health Educators, Teachers in adult literacy and remedial education, postsecondary, preschool (except special education), kindergarten, elementary, middle and secondary teachers, vocational and special education teachers, Occupational Therapists, Physical Therapists, Recreational Therapists, and Athletic Trainers.

Dr. Guest requested that administrative resources, marketing expertise and funding be put in place to support the marketing efforts of the COE faculty and programs that do not have expertise in this area to enhance the success of any new program.

7. Complaint Log – Federal law requires an actual written log for complaints rather than a file where complaints are filed. SACS and NCATE will expect to see administrators’ complaint logs. The dean’s office will work with University administrators to develop an electronic version for logging complaints that meets these regulations.
8. Faculty Research Productivity – A report indicating publications by each tenured faculty over the last four years was distributed. Dean Hayes asked that each Chair verify the accuracy of the report with each faculty member, and then make a determination whether the faculty member is fulfilling the research portion of their assigned time. Chairs were asked to consider reassignments to make more effective use of their faculty.
9. Department Pictures – Our COE website reflects outdated faculty pictures, especially the group departmental pictures. Arrangements will be made for the campus photographer, John Adams, to retake

group pictures. The Chairs were asked to encourage attendance by their faculty. Anyone wishing to have a new personal photo taken for the faculty roster can call Mr. Adams any time to make arrangements. He may be reached at (251) 380-2612 or [johnadams@usouthal.edu](mailto:johnadams@usouthal.edu). His office is located at the far end of the UCOM past Publications and, most of the time, no appointments are necessary, just make sure he is there and go on down to his office at your convenience.

There being no further business, the meeting was adjourned at 12:00.