

**Minutes**  
**Dean's Administrative Council**  
**College of Education**  
**University of South Alabama**  
**UCOM 3619**  
**10:00 AM – 12:00 PM, July 29, 2013**

**Members Present:** Dr. Richard L. Hayes, Dean; Dr. Phillip Feldman, Associate Dean; Dr. Harold Dodge, Chair, Leadership and Teacher Education; Dr. John Kovaleski, Chair, Health, Physical Education, and Leisure Studies; Dr. James Van Haneghan, Director, Assessment and Evaluation; Dr. Peggy Delmas, Director, Student Advising; Dr. Abigail Baxter, Director, Graduate Studies and Research; Dr. Wanda Maulding, Director, NCATE; Dr. Andrea Kent, Director, Field Services; Thomas L. Chilton, Consultant; and Aimee Meyers, Development liaison.

**Absent:** Dr. Brenda Litchfield, Acting Chair, Professional Studies

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

Dean Hayes announced this would be Dr. Feldman's last Dean's Administrative Council meeting in the capacity of Associate Dean.

1. Information Update

- a. Faculty Searches – the filling of the faculty positions in the COE have gone as far possible at this time. In the Dept. of Professional Studies all 6 faculty positions have been filled. HPELS has one position open in Therapeutic Recreation.
- b. Staff Searches – 3 applications were received for Regina McCreary's position with Grants and Contracts. Also Marian Zambrano (Administrative Assistant to the Dean) is out on Family Medical Leave pending retirement. Filling her position will be a somewhat lengthy process because of the FML policy and will probably be at least November before this position can be filled. Gail McLean has been reassigned to this position until it can be filled.
- c. Administrative Searches - search committees are continuing to meet regarding the Associate Dean positions. The candidates are Dr. Wanda Maulding for the Associate Dean for Academic Affairs and Dr. Andrea Kent for Associate Dean for Student Affairs.
- d. Program Admissions to Teacher Ed-UG – a handout was distributed showing the College of Education Teacher Education Programs admissions from Fall 2006 through Summer 2013. Dr. Kovaleski noted that North Carolina no longer gives a pay increase to teachers with a master's degree. NC is the first state to pass such legislation and the consensus is that other states will follow.

- e. New Emeritus Professor Policy – a draft of the new Emeritus Professor Policy to be considered and approved by the Deans was distributed. This draft included eligibility, criteria, procedures, and benefits and privileges.
2. TracDat Report – The deadline for TracDat to Dean Hayes is August 1. Cecelia Martin can help with information for TracDat. When putting information into TracDat it is better to be specific than general.
3. Enrollment Improvement Plan – a draft of a College of Education Enrollment Improvement Plan 2013-2014 was reviewed and discussed. Suggestions were rated by ease of implementation and probable impact on enrollment. Ideas rated for High Ease and High Impact included:
  - Incentives for in service teachers in graduate programs
  - Establish a recruiting board
  - Establish amnesty program for those dropped out of Ph.D. and M.S.
  - Rebrand NC Health Program
4. Credit Hour Reduction - department chairs are continuing to review existing curricula to reduce the required credit hours for graduation. Standards now assessed in EDF 515/315 will be assessed instead in SPE 400 & 500.
5. AQTS – 30 Indicators were approved for use by the ALSDE in assessing AQTS.
6. Draft: Visiting Scholars Program Application Form referred for further review by Dean and Dr. Delmas
7. Other:

Dr. Delmas and Ms. Meyers gave a report of the growing list of scholarships available to College of Education students. Listing of scholarships available at: <http://www.southalabama.edu/coe/scholarships.shtml> Scholarships are available for undergraduate, graduate, and doctoral students. Over \$18,000 in scholarship were available during the last award cycle. Applications are available online or from Students Services in late spring. Faculty and staff are encouraged to make students aware of scholarship opportunities.

Dr. Delmas introduced Sally Jarvis as the new Academic Advisor in the Advising Center who is responsible for advising HPELS students.