

Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619
10:00 a.m. – 11:45 a.m., March 31, 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. 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. **Members absent:** Dr. Charles Guest, Chair, Professional Studies.

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

1. Information Update

a. USA Goals and Objectives (2008-2013)

Dean Hayes provided copies of the most recently drafted Goals and Objectives for the University, which have been forwarded to the Board of Trustees for approval. University funds will be targeted toward these stated goals and objectives. Dean Hayes suggested taking these priorities into consideration when determining Departmental needs and requesting resources.

b. Advisor Report – distributed for review. No discussion.

c. Assessment of Student Learning – distributed for review. No discussion.

d. Alabama Leaders Get Praise – distributed for review. No discussion.

2. APA Style

Improvements need to be made in submission of Professional and Scholarly Activities for the Annual Report. Faculty are responsible for submitting the information in correct APA format.

3. Faculty Workload

Dr. Feldman reported on a software program that is being developed to aid Department Chairs and faculty. The program will assist in 1) tracking faculty course workloads, 2) preparing faculty evaluations, 3) determining merit raise recommendations and 4) housing faculty professional and scholarly activities. If used consistently, the program will serve as a “data warehouse” for multiple purposes (e.g., university, college, faculty and accreditation reports).

4. Summer School Course Schedules and Contracts

Dr. Chilton reported that the summer school course schedule had been finalized and contract letters are now in the Academic Affairs Office. They should be distributed to faculty by the end of the week.

5. Current Faculty Searches

Department chairs reported on the status of the current searches. Dr. Scaffidi requested that follow up correspondence with candidates be handled uniformly across all searches.

6. Endowments (Kim Culbreth) – postponed until April 14th's DAC meeting.

7. Education Summit – no discussion.

8. Honors and Awards

Dr. Peggy Delmas reported on the Student Honors and Awards Reception to be held April 18, 2008 in the John Counts room of the Mitchell Center. She requested that Department Chairs encourage faculty to attend in honor and recognition of these students' achievements. Parents and friends of honored students are also welcome to participate.

Dr. Phil Feldman reported on the Faculty Honors and Awards Banquet to be held April 25, 2008 in the John Counts room of the Mitchell Center. The deadline for the department committee's report to Dr. Feldman is April 4th. Faculty are encouraged to attend in support of their colleagues who will receive awards.

9. Staff Positions

Staff from the Administration Offices, HPELS, LTE, and Professional Studies Department joined the meeting at 11:30 for the purpose of distributing and discussing current job descriptions relative to current work assignments. Staff were asked to review the material, make changes, discuss with their supervisors, and report any changes to the information within two weeks.

10. Miscellaneous

- a. Dr. Chilton played a brief instructional video on the use of the defibrillator recently installed in the lobby. Keys to the alarm are located in Student Services and the Media Check Out Room (across from the computer lab.)
- b. Dr. Chilton asked Department Chairs to emphasize to their secretaries the importance of communicating with each faculty member about how they want things set up in Foliotek prior to entering the information into the schedule.
- c. Dr. Chilton stated that data from faculty necessary to setup the Foliotek evaluations have not been received. He reminded that we need one week prior to the evaluation deadline to setup the evaluations.
- d. Dean Hayes distributed the handout *Personalized 21st Century Graduate-Worker Pathway Planner for Grades 6-14*. He stated that among a group of constituents (e.g., The Workforce Commission, Education Commission (RAMP), MCPSS, BCBOE, Mobile Area Education Foundation, and the Commission on Higher Education) there is a high level of consistency and agreement as to what knowledge and skills are needed in the 21st century workforce. These groups will work together to move this agenda forward in a collaborative effort.
- e. Dr. Delmas distributed information on the next two scheduled fingerprinting sessions.

With there being no further business, the meeting was adjourned at 11:45 a.m.

Respectfully submitted,

Kathy Beck
Recorder