

**Minutes**  
**Dean's Administrative Council**  
**College of Education**  
**University of South Alabama**  
**UCOM 3619**  
**10:00 AM – 12:00 PM, April 19, 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. Susan Piper, COE Faculty Council Representative. **Absent Members:** Dr. Harold Dodge, Interim Chair, Leadership and Teacher Education; Trey Stefurak, COE Faculty Council Representative.

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

**1. Information Update**

- a. **Future Planning for USABC and USA Gautier** – The University of South Alabama will continue to offer a Teacher Certification Program in Elementary Education at the USA Baldwin County Campus while plans to open an office in Gautier, MS have been suspended.
- b. **Higher Education: States in Trouble** – Information provided.
- c. **Merged Curriculum** – The College is moving forward with its efforts to merge curricula leading to certification in Elementary Education and Special Education for students admitted to candidacy beginning fall 2010.

**2. Summer Schedule and Enrollments**

It was reported that graduate enrollments for online classes were up considerably while undergraduate enrollments were down. Student retention was discussed and a major point raised was the College should offer master's level fellowships as an incentive to retain students. All agreed on meeting with Dr. Keith Harrison, Dean and Associate VP of Academic Affairs and Dr. David Stearns to discuss creative ways to use COE and Title I funds to benefit students.

**3. Program Review Policy and Procedures**

USA is currently drafting a program review policy for all academic programs to evaluate the effectiveness and progress annually. Only those programs not currently reviewed by accrediting bodies will be subject to these reviews. The Office of Institutional Research, Planning and Assessment will coordinate these reviews and have drafted a schedule to review programs without discipline specific accreditation.

Schedule

Programs scheduled for review will be announced in May of each year.

June – December Internal self study prepared and externals reviewers identified

July – August Data Available from Institutional Research provided for programs being reviewed.

January – April Reviews conducted

May – June Observations and recommendations are returned to the chair and dean of each program

**4. Learning Communities**

A Call for Proposals to Develop Additional Learning Communities was discussed as outlined and the general consensus was to poll the COE faculty to determine if a cohort-based, interdisciplinary approach to higher education would serve the programs offered by the College.

**5. Faculty Evaluation Format**

Dean Hayes shared ideas of revising the AAP Faculty Evaluation Form to develop a more comprehensive faculty evaluation system with a range of weights different from 60, 30, 10. A revised draft of the AAP form was distributed and the general consensus was to poll the Faculty Council on developing an evaluation that will work for the College of Education and discuss at the next DAC meeting.

Respectfully submitted,

Regina McCreary  
Recorder