

**Minutes**  
**Dean's Administrative Council**  
**College of Education**  
**University of South Alabama**  
**UCOM 3619**  
**9:00 a.m. – 11:00 a.m., November 26, 2007**

**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. Charles Guest, Chair, Professional Studies; Dr. James Van Haneghan, Director, Assessment and Evaluation; Dr. Abigail Baxter, Director, Graduate Studies and Research; Dr. Andrea Kent, Director, Field Services; and Dr. Peggy Delmas, Director, Student Advising and Dr. Burke Johnson, COE Faculty Senate representative.

Dean Hayes called the meeting to order at 9:00 a.m.

**1. Information Update**

**Course Withdrawal Rates**

Statistics on Withdrawal Rates by College/School, Fall Semester 2000 to Summer Semester 2007 were distributed. The report was generated to evaluate and identify ways to improve retention rates. As published, it was not conclusive if the numbers referenced were tracking withdrawals by student (majors) or by course. The Dean indicated that he would get clarification for later discussion.

**Advisor Assignment Report**

Distributed for review/information – no discussion.

**Annual Report on Undergraduate Perseverance**

Distributed for review/information – no discussion.

**Class B Program Completers**

Distributed for review/information - no discussion.

**Posting of DAC Minutes**

Approved Minutes are now routinely posted by the end of the week in which the DAC meets. Once approved they are available on the COE Website at the following link: <http://www.southalabama.edu/coe/forms/dac.pdf>.

**Turnitin.com Policy**

The policy relative to the use of Turnitin.com was distributed. As the policy states, it was reiterated that because of FERPA (Federal Educational Rights and Privacy Act), student identification information cannot be disclosed if Turnitin is utilized by the instructor. As a result, the University requests that the following two things be communicated to students in the course syllabus or by other appropriate means (see <http://www.southalabama.edu/academicaffairs/turnitinstudentprivacy.pdf> for details):

**Christmas Decorations**

The notice from the University Fire Marshall concerning safety issues relative to Christmas decorations was distributed. Faculty and staff are encouraged to be inclusive in their choice of decorations at this time of year and to embrace the entire community of celebrants during the holiday season.

**USA Policy Regarding Participation in Commencement**

The DAC was reminded by Dean Hayes that faculty participation in commencement is required as part of their employment agreement with the University. Faculty are encouraged to participate in the Graduating Students' Reception, which is held the morning of commencement in UCOM. College of Education representation at both of these events is a reflection of support to students and their family members.

2 & 3. **IDE 010 Reading Exam/CP 150 College Reading and Student Skills**

Dr. Peggy Delmas presented a draft for CP 150, a one hour course to be offered through Developmental Studies. This course would be required as remediation, once a student has two unsuccessful attempts at the IDE 010 Reading Exam. The IDE 010 exam would be given three times each semester. Students who are not successful would be required to enroll in CP 150. Once CP 150 was passed, the IDE 010 requirement would be met. There was discussion as to whether CP 150 should be completed the latter part of the semester in which the IDE 010 exam was taken and failed, with a seat time of 10 weeks, or whether CP 150 should be a semester long course in which the student must enroll the following semester. The consensus was that 10 weeks would not likely be enough time to serve the purpose of remediation, therefore, it should be a one semester course offered to the student the next semester. Chairs were to share this information with faculty for feedback.

4. **Future Educator's Association**

The COE and CPAC will partner with Tom Sisk and the Baldwin County Board of Education to host an Emerging Educator's Association Expo on February 29, 2008. Approximately 100 students are expected to participate in events scheduled throughout the day such as competitions, problem based learning sessions, etc. The objective is to expose and encourage students to pursue teaching degrees in the College of Education.

5. **Founder's Day**

Founder's Day is scheduled for Wednesday and Thursday, February 6-7, 2008. Dr. Linda Darling-Hammond is scheduled as guest speaker on Thursday. In the planning stages for Wednesday is the opportunity for assistant professors and graduate students to participate in a "mini conference" type setting. Papers which have been submitted, accepted, or previously presented at a meeting within the present academic year may be presented for collaboration with other faculty members. More information will follow.

6. **M. Ed. in ESOL**

In an effort to respond to the growing Hispanic population, the College of Education will submit a proposal for a Class "A" certification program in ESOL to the State Department of Education in May 2008 with a projected start date of Spring 2009. Any inquiries about this proposal or degree should be directed to Dr. Laureen Fregeau, Dean Chilton, or Dean Hayes.

7. **Adult Studies**

No discussion.

8. **Continued Approval for W(riting) Courses**

Department Chairs were reminded that W(riting) courses, must be taught by faculty (full and part time) who have completed the required training. It was noted that the schedule of classes is being reviewed to make sure this requirement is being met.

9. **College Student Recruitment Initiatives**

Dr. Delmas reported that she, Dr. Baxter, and Dr. Guest had met to discuss Student Recruitment Initiatives. Topics addressed included budget, supplies, brochures, displays, and involvement in graduate school expos. It was recommended that a College committee be formulated to further develop the initiatives. Dean Hayes recommended the initial meeting include relevant program coordinators as a working group to move the process forward. The final committee could be narrowed to a representative from each area and also include a more diverse faculty base that would implement strategies.

Other points of discussion were the involvement of the Office of Admissions in the process given that their staff already recruit on the high school circuit. Displaying faculty search information along with the recruitment of graduate level students was also mentioned as a possibility for dual advertising.

10. **Faculty Workload**

In response to inaccurate statements relative to the COE published in *Town Meeting* documentation distributed campus wide, Dean Hayes provided documentation from the Faculty Handbook on *Faculty Workloads*, the *2004/2005 USA Faculty Salary Study*, and the *Faculty Salary Internal Equity Plan* implemented in 1998. In regards to statements made indicating that two faculty members in the COE can get the same percent rating but not receive the same pay increase, Dean Hayes explained that although the percentage may be exactly the same,

variables affecting the actual pay increase may differ, i.e., base salary, equity adjustments, etc., resulting in dollar amount differences. Significantly, two faculty receiving the same rating in the same department must get the same percentage initial merit recommendation by University policy. In a review process that includes all chairpersons and the Dean and Associate Deans, these recommendations are carefully reviewed and aligned with University policy without exception.

In an effort to make the procedure more transparent, a computer program is being developed in the COE where all of the information used in the evaluation process will be loaded. The variables used in the AAUP form can be plugged in as well. The program will have the capability of generating reports which can show an *anonymous* side by side comparison of faculty workload assignments, annual performance, and how faculty are evaluated relative to their peers.

Meanwhile, Dean Hayes offered to be available to clarify any misunderstood evaluation procedure to faculty members individually or as a department.

11. **F & A Cost Returns to Departments**

The current division of F&A Cost Returns has been discontinued to eliminate apparent conflicts of interest that arise using this procedure. Grants that have not expired will be grandfathered into this formula. However, all new & renewal grants will fall under the new division of F&A Cost Returns, which will be one-half each to College and Department. The P/I will continue to receive funds via the newly revised faculty incentive program. The responsibility will fall to the Department Chair to make the Departments share of grant funds available to influence scholarly activity.

12. **Changes in NCATE Standards**

Dr. Van Haneghan distributed some of the most prominent changes in the NCATE Standards. The most noted changes included:

- Expectation for advanced level programs for teachers
- Dispositions, i.e., fairness and the belief that all students can learn
- Knowledge of English Language learners, i.e., language building blocks, dialect, etc.
- Spirit of Diversity standards and diverse setting standards (2 ethnic standards)
- Training of mentors and supervisors

With there being no further business, the meeting was adjourned at 11:00 a.m.

Respectfully submitted,

Kathy Beck, Recorder