

**Minutes**  
**Dean's Administrative Council**  
**College of Education**  
**University of South Alabama**  
**UCOM 3619**  
**10:00 AM – 11:50 AM, December 1, 2008**

**Members Present:** Dr. Richard L. Hayes, Dean; Dr. Thomas L. Chilton, Associate Dean; Dr. Phillip Feldman, Associate Dean; Dr. Harold Dodge, Interim Chair, Leadership and Teacher Education; 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. Andrea Kent, Director, Field Services; Dr. Peggy Delmas, Director, Student Advising and Dr. Kathy Westbrook, COE Faculty Senate representative.  
**Members absent:** Dr. James Van Haneghan, Director, Assessment and Evaluation.

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

**1. Information Update**

- a. Effective January 1, 2009, all faculty new hires (full and part time) will be subject to a mandatory background check.

For information and review Dean Hayes distributed three reports from Joan Exline/Department of Institutional Research:

- b. Peer Comparisons BA Degree Productivity
- c. ACHE Preliminary Fall Enrollment Report
- d. Fall 2007 Cohort Non-Returning Students

**2. TracDat SACS Review**

Department Chairs reported that TracDat was on target for the SACS Review. There was discussion about the required format and it was reiterated that Learning Outcomes must be by program.

**3. Strategic Plan**

Dean Hayes distributed the first page of the draft of the College of Education Strategic Plan and asked for DAC members to review the Mission and Vision Statements. Strategic Planning meetings have been conducted to include faculty/staff input. The final version should be in place by December 15<sup>th</sup> for inclusion in the 2009/2010 University Catalog.

**4. Freshman Seminar**

Because each college has such a diverse audience, a “one size fits all” approach to the Freshman Seminar class has proven to be ineffective University-wide, it will no longer be required of all freshman. Colleges will have autonomy to determine the most appropriate content and format for this course or to develop alternative retention strategies based on its own student population. Dr. Peggy Delmas was charged with forming a committee to look at the spectrum of retention strategies that might best address the unique characteristics of the student population in the COE and make recommendations accordingly.

## **5. Teaching Excellence Awards**

The Faculty Council has been asked to review the requirements currently in place to apply for Teaching Excellence Awards. Recommendations have been made to streamline the process of documentation by reducing the volume of supporting evidence. Dean Hayes also reported that other Deans will likely reduce the monetary awards in light of the current budget situation. The Faculty Council will submit the revised criteria for review and approval.

## **6. Budget Forecast**

Dean Hayes reported that proration is very likely for the University and that the current depressed financial conditions are expected to last 18 months or more. Department heads are urged to reduce expenses wherever possible and inform faculty of the need to conserve resources as well. Dean Hayes reminded the DAC that the negative financial impact could be reduced substantially through additional externally funded research grants.

## **7. Founder's Day**

Founder's Day has been scheduled for Monday, February 2, 2009. Dr. Carl Glickman, distinguished scholar and noted educational reformer, will deliver the annual Founder's Day lecture. Faculty are encouraged to submit proposals (by January 9<sup>th</sup>) for research presentations. More information will follow closer to the date.

## **8. International Education**

On December 3, 2008, the College is hosting the Sino-American Consortium Meeting with Dr. Lucinda Chance, Dean of Education at Georgia Southern University. She will share her experiences in building international programs and global education. Faculty are encouraged to participate.

## **9. Graduate Assistant Assignments**

The policy was discussed on the assignments that research GAs are allowed to perform. Dean Hayes reminded Chairs that the work is to be consistent with their research assignment and not to be substantially clerical in nature. Any violation of the policy will result in the GA being reassigned and their efforts re-directed toward research.

## **10. Other – Graduating Students' Reception**

The reception for new graduating students is scheduled for Saturday, December 6<sup>th</sup> from 10:00 to 11:30 AM in UCOM 3901. Faculty are encouraged to attend.

With there being no further business, the meeting was adjourned at 11:50 AM.

Respectfully submitted,

Kathy Beck  
Recorder