



Dean's Administrative Council

Minutes of Meeting

January 25, 2016 at 9:30 a.m.

Dean's Conference Room (3619)

Members Present: Dr. Andrea Kent, Dean; Dr. Andre Green, Chair of Leadership and Teacher Education and Director of Grants and Contracts; Dr. John Kovaleski, Chair, Health, Physical Education, and Leisure Studies; Dr. James Stefurak, Chair of Professional Studies; Dr. Stephanie Stewart, Director of Academic Assessment; Mr. Josh Wooden, Director of Academic Advising; Dr. John Dagley, President of the College Faculty Council; Ms. Jennifer Simpson, Director of Field Services; and Ms. Aimee Meyers, Development Liaison.

Guest Present: Mr. Jeff Davidson, Manager, USA Online and Ms. Shelitha McKissack, Graduate Assistant/ILC Liaison Representative.

Dean Kent called the meeting to order at 9:32 a.m.

Dean Kent began the meeting by welcoming Mr. Jeff Davidson and Ms. Shelitha McKissack, from the Innovation in Learning Center (ILC).

1. Information Update:

a. Faculty Searches –

Dr. Kovaleski reported still having the one opening in Leisure Studies – Therapeutic Recreation. The search has been revised to search for either a non-tenure Instructor or a tenure Assistant Professor position depending on qualifications. He noted that an Exercise Science position will be coming open in May.

Dr. Green reported 4 current active searches (Higher Education, Reading, Math, and Special Education). Two offers have been made for the Higher Education position. One offer has been accepted and waiting on final response from the other candidate.

Dr. Kent spoke with Dr. Johnson regarding approval to replace two recently vacated positions.

b. Staff Search

Dr. Green reported one staff vacancy, Secretary V position. He plans to start interviewing end of this week or next week.

2. Innovation in Learning Center:

a. Jeff Davidson and Shelitha McKissack – Mr. Davidson reported that Ms. Shelitha McKissack has been appointed to be the COE's ILC liaison/representative. Shelitha will be our point of contact for scheduling workshops, help and/or any other services needed. An "ILC Schedule of Events for spring 2016" was distributed for reference along with a general "ILC at a glance..." information sheet. Shelitha also distributed a workshop survey and asked that we complete and return to her.

b) USAonline Accessibility Audit

There are three main requirements for all online courses:

- 1) Videos must be captioned.
- 2) Still images must have an alternate text (brief description).
- 3) All PDFs need to be read by the readers (equipment).

The ILC can provide a brief Accessibility Workshop for the COE if needed. They also offer free video captioning. The USA Accessibility Initiative goal is to be completed by spring 2017.

Shelitha's contact information is as follows: smm903@jagmail.southalabama.edu;
ILC 251-461-1888; Campus Address: ILC 102

c) Conference on Teaching and Learning (handout provided)

Dr. Kent urged the chairs to encourage the faculty to participate in the conference. The Abstract deadline is February 1, 2016.

d) New Faculty Development

Dr. Kent inquired if there were any faculty interested in presenting to new faculty (e.g. teaching strategies, ideas, how to be successful) for training/orientation purposes.

3. Assessment Update (SS) – Dr. Stewart provided three handouts. 1) 2016 EPP Annual Report; 2) UAB School of Education Standards Master Alignment; and 3) CAEP Evidence Phase-In Schedule.

a) Trac Dat – Dr. Stewart provided an update on Trac Dat and indicated a significant amount of progress has been made in terms of cleanup, alignment, etc. She noted a complete new user interface for Trac Dat will be available next month. Demo to be presented to the deans first and then will be accessible by the users. ILC is producing a new tutorial video and will be available soon as a resource.

b) Assessment System & Timeline - Dr. Stewart is working with Ms. Jennifer Simpson to incorporate the edTPA initiative into the key assessments programs. For LTE, edTPA pilot will serve as 2-3 key assessments for programs. She reviewed goals to be completed by spring and/or end of summer.

Progress is being made in building the survey system into Office of Academic Assessment using Class Climate. Moving away from request-based system.

CAEP annual report is due April 15th. She solicited faculty input on final narrative.

c) Unfinished Folioteck – 39 faculty have not completed evaluations. Dr. Stewart's office and Dr. Alla Zaharova will work with faculty to complete. Dr. Alla Zakharova follows up each semester with instructors to finish assessing in Folioteck. Dr. Kent mentioned there are some new system options forthcoming which will help make changes easier.

4. Sponsored Programs – New Policy (handout provided)

Effective March 1, 2016, all proposals must be transmitted to the Sponsored Projects Administration Office at least one business day prior to the sponsor deadline. Submissions received less than a full business day prior to sponsor deadline will not be submitted. Per Dr. Green, the deadline date to our office will be sooner than the original proposals deadline requirement. This date will have to be moved up in order to get paperwork processed through Regina in time to meet the sponsor deadline date.

5. President's Enrollment Report (handout provided)

The College of Education enrollment numbers are down (graduate and undergraduate) for the spring. Dr. Kent noted that recruiting new students is a priority. She indicated that more information will be coming out soon via email and challenged the chairs to push the agenda forward.

6. Marketing Initiative

For the IDPI undergraduate program and all master's in education will be one campaign. The Provost has agreed to pay for both of these initiatives. Our main responsibility is to respond back to all applicants and inquiries. This will be a 4 month campaign as a trial test starting around the end of February. Dr. Kent will provide the names of people who will be responsible.

7. Meetings by Rank

Dr. Kent is going to commence the "Meetings by Rank" luncheons again to provide faculty an opportunity to share and discuss ideas and to help develop community within the faculty. She indicated more information to follow via email.

8. Academic Advising (JW)

USA Day – February 20th – Mr. Josh Wooden gave a brief overview of USA Day. Need volunteers.

Pathway USA – In an effort to expand postsecondary degree opportunities for students in our region, the University of South Alabama has developed the Pathway USA program in partnership with Faulkner State Community College and likely other community colleges in the area. Mr. Wooden provided a general overview of the program.

9. Advisory Council – Dr. Kent provided a brief overview of the Advisory Council startup.

A copy of the Bylaws was provided to the council. Currently in the process of inviting community leaders and educators to join the council membership. The goal is to have around 15-20 members. The kickoff dinner is scheduled for March 17th. Mr. Travis Bedsole has volunteered to be chairman of the council for 1st term.

10. COE Literacy Center – The proposal has been approved by the Provost and is in the process of being reviewed by the President. Plans are to open the Literacy Center this summer 2016. Designated funding has been provided to help get it established.

11. KDP Advisor Needed – Dr. Kent gave a brief overview of the history of the development of the KDP. Need an advisor to help out with KDP and fall inductions. Dr. Kent asked the chairs to work with Josh to help with the transition.

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- 12. COE Alumni Advisory Board Liaison Needed** – Dr. Kent asked for recommendations for an alumni advisory board liaison. She encouraged the council to help get more alumni involved with the COE (Society). Plans to start this in the fall and will need names by the summer.
- 13. Calendar** - Student Awards is scheduled for April 21st. The goal is to recognize the new scholarships during the awards program.
- 14. Other** – Ms. Jennifer Simpson noted edTPA training is scheduled for March 11th.

The meeting adjourned at 11:10 a.m.

The next scheduled meeting is **Monday, February 29, 2016 at 9:30 a.m.**