

**Minutes**  
**Dean's Administrative Council**  
**College of Education**  
**University of South Alabama**  
**UCOM 3619**  
**10:00 AM – 12:00 PM, June 7, 2010**

**Members Present:** Dr. Richard L. Hayes, Dean; Dr. Thomas L. Chilton, Associate Dean; Dr. Charles Guest, Chair, Professional Studies; Dr. Harold Dodge, Interim Chair, Leadership and Teacher Education; 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. James Van Haneghan, Director, Assessment and Evaluation; Absent Members: Dr. Phillip Feldman, Associate Dean; Dr. Andrea Kent, Director, Field Services; Trey Stefurak, COE Faculty Council Representative.

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

**1. Information Update**

- a. **Merged Curriculum** – A Merged Curriculum Workshop will be held in collaboration with the Mobile County Public School during the week of June 7-11, 2010. The workshop is a USA/MCPSS joint planning session to gain a vision of how schools and USA can work together to implement a merged curriculum.
- b. **Title II** –Information Provided
- c. **2009 NSSE Results with Recommendations** – The National Survey of Student Engagement (NSSE), administered by the University of Indiana, collects information from a sample of first year and senior students regarding the quality of their undergraduate experience. The results of this survey showed USA students reported higher levels of engagement in 2009 than in 2006. Even though the level of engagement has improved since 2006, there are continued opportunities to enrich the educational experience and further enhance the supportive nature of the USA campus environment. Recommendations include:
  1. Further explore ways to enrich the educational experience with student surveys and focus groups.
  2. Examine best practices for participants with higher scores and implement programs that make sense for USA.
  3. Increase availability and awareness of service-learning and practicum opportunities.
  4. Promote capstone experiences and study broad programs and encourage faculty involvement with students.
- d. **Full-Time Faculty Fall 2009** – A Fall 2009 Full-Time Faculty Report from the Office of Institutional Research was distributed. The report is used by The Association to Advance Collegiate Schools of Business to define the minimum number of faculty required to effectively deliver the academic programs offered by a college. Discussions focused on a comparison of the standards used by the AACSB vs NCATE standards which are used by the COE. Discussion concluded stating the information reported using the AACSB standards was inconclusive and should be followed up with a response from the College of Education. Dean Hayes will work with Dr. Jim Van Haneghan to form the response.
- e. **Teacher Preparation Program Performance Profile for 2008-2009** – A Teacher Program Performance Profile Report for 2008-2009 will be forthcoming.

**2. Summer Enrollments**

The total enrollment headcount for the College of Education was reported at 2,198 for the 2010 summer term. Dr. Chilton stated enrollments were up slightly in comparison to the 2009 summer enrollment headcount which was reported at 2,085 for all classes.

**3. Program Review Policy and Procedures**

Dean Hayes addressed the program review policy and procedures and suggested the DAC formalize a list of COE programs for review and link their review of the programs to the normal cycle of NCATE and the State Department.

**4. Faculty Terminal Degree Incentive Program**

Dean Hayes introduced the Faculty Terminal Degree Incentive Program to the DAC and stated the Faculty Terminal Degree Incentive Program is to provide a mechanism to help meet the occasional staffing needs of USA degree programs that need a greater number of terminally qualified faculty to meet accreditation guidelines or to enhance the qualifications for research funding. The program will provide incentives to encourage existing non-terminally qualified faculty to pursue their terminal degrees. This program is only available when there is a critical need to be met and is tailored to the particular situation and resources available for the degree program that implements the incentive program.

The Faculty Terminal Degree Incentive Program will have certain common guidelines to be followed by all degree programs that implement individual plans: (1) Individual plans for a terminal degree incentive program must be initiated by the College Dean and approved by the Senior Vice President of Academic Affairs or Vice President of Health Systems as appropriate; (2) Implementation of a plan will begin with communication of the plan to all possible candidates; (3) An incentive payment may be paid to help offset a portion of the cost of the additional education at periodic milestones as the candidate moves toward completion of the work towards the terminal degree; (4) Candidates have five years to complete the terminal degree; and (5) Candidates must remain employees of USA during the program.

**5. Nominations for COE Committees 2010-2011**

Dean Hayes asked the DAC for nominations for the COE 2010-2011 college committees. The nominations are to be turned in to the Dean's office before the next DAC meeting on June 28, 2010.

**6. Graduate Admissions Contingencies**

Dr. Abigail Baxter, Director of Graduate Studies has received permission from the Office of Admissions and the Graduate School to review applicant files before the completion of their undergraduate degree. Department Chairs will inform Dr. Baxter of programs requiring a review of the applicant's file and admission will be contingent upon completion of their undergraduate degree.

**7. Deadlines for Awarding Assistantships**

Slots for Graduate Assistantships for Fall 2010 will be filled earlier than August 15, 2010. Candidates for these slots will be recommended for the assistantships contingent upon funding. Grant funded assistantships may or may not have these contingencies.

**8. International Travel Regulations**

Dr. James Ellis, Director of International Programs addressed the DAC on the Updated International Travel Security and Political Evacuation Service Rider Corporate Policy Procedure for faculty, staff and graduate/professional students. Dr. Ellis stated effective May 1, 2010, all USA faculty and staff with appointments of 0.5 FTE or greater are covered under the USA Life Insurance benefit program which includes a Medex Assist travel insurance program. Faculty/staff with appointments less than 0.5 FTE will be covered under the USA OIE Medex Secure Policy. Faculty/staff with appointments less than 0.5 FTE and graduate students are also not covered under this USA benefit program.

All faculty and staff travelers on USA approved business will be charged per trip security and political evacuation insurance rider of \$25. For travel approved to countries under US Dept of State Warning, the fee will be \$425.

Graduate and professional students doing research abroad (lab, fieldwork, etc) rotations, preceptorships, internships, service, taking courses abroad or participating in USA approved academic credit or non-credit activities abroad will be covered by the USA OIE emergency assistance program – the fee for this service is \$300 per trip.

This policy amendment applies uniformly to all travel destinations and is administered through the USA Office of International Education, AHE 320, 251-460-7053.

**9. Faculty Research Award**

Dean Hayes shared his idea of an annual Faculty Research Award Program centered on research, scholarship and creative activity. The program will base its criteria on each department's annual report and Chair's nomination of faculty for their scholarly activity. Dean Hayes will work with the DAC to develop criteria for this program and review it in the next DAC meeting.

**10. Staff Award**

Dean Hayes shared plans to develop an annual Staff Award Program for Exemplary Performance. The goal of this award is to recognize and reward staff members who provide exemplary service to the College of Education. Development of the award criteria is currently underway and will be submitted to Dr. David Johnson, Sr. VP of Academic Affairs for approval.

Respectfully submitted,

Regina McCreary  
Recorder