

Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619
10:00 AM – February 2, 2015

Members Present: Dr. Richard L. Hayes, Dean; Dr. Andrea Kent, Associate Dean; Dr. John Kovalski, Chair, Health, Physical Education, and Leisure Studies; Dr. Shelley Holden, President of the College Faculty Council; Dr. James Stefurak, Chair of Professional Studies; Dr. James Van Haneghan, Director, Assessment and Evaluation; Dr. Andre Green, Director of Grants and Contracts

Member(s) Absent: Josh Wooden, Director of Academic Advising and Ms. Aimee Meyers, Development liaison.

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

1. Information Update:

- a. Faculty Searches – Per Dr. Andre' Green, Chair of LTE - there are currently six Faculty positions open in the Department of Leadership and Teacher Education and they are: Assistant Professor of Special Education; K-6 Instructor of Special Education; Assistant Professor of Science Education; Assistant Professor of Reading Education (2) positions and Director of CISSTEM.

Dr. Kovalski, Chair of HPELS reports one Faculty position open – Sports Management - Assistant Professor of Leisure Studies.

Dr. James Stefurak, Chair of Professional Studies – reports no vacancies.

Dean Hayes – Director of Academic Assessment – Review begins March 2, 2015

- b. Staff Searches – Deans Hayes – reports one position open in the Administrative Office – Director of Graduate Studies Review begins today, February 2, 2015
- c. **2015 Founders Day and Education Summit** – “The Role of Post –Secondary Education in Improving Educational Attainment for All Students. Tuesday, February 24th (8:30 am – 12:30 pm) in the USA Mitchell Center with Dr. Gregory G. Fitch, Director of Alabama Commission on Higher Education as keynote speaker followed by Ms. Martha Peek, Superintendent of Mobile County Public School System. Panel for 2015 Education Summit – Dr. Mark Heinrich, Alabama Community College System; Dr. Latitia McCane, Dean, Bishop State Community College; Father Gregory F. Lucey, President, Spring Hill College, and Dr. Tony Waldrop, President, University of South Alabama.

- d. **Immigration Regulations (J Visa)** – The U.S. Department of State has issued new Immigration regulations regarding the J visa program. *Effective immediately*, all Applicants for the (J) visa category are required to possess “sufficient proficiency in the English language. The new regulation applies to all J applicants including interns, professors, physicians, research scholars, and short-term scholars. *The burden of proof is on the sponsor (USA) – following: a) recognized English language test; b) signed documentation from an academic institution or English language school; or c) through documented interview conducted by the sponsor either in-person, by video conferencing or telephone if video conferencing is not a viable option.*
 - e. **ESL Transition Program** – English as a Second Language (ESL) students who are interested in taking undergraduate courses for credit at USA may qualify for concurrent enrollment (i.e., taking a combination of ESL and undergraduate courses at the same time) through the ELS Bridge program for non-native speakers of English. Conditionally admitted USA undergraduate students who are studying at the English Language Center (ELC) may qualify to enroll in a full or partial load of USA undergraduate courses according to the USA Course Load eligibility table.
 - f. **Students Attending Class After Withdrawal** – Students who withdraw from a course after the last day for refunds may, *with the permission of the instructor*, continue to attend the course but may participate in class activities and assignments only to the extent *allowed* by the instructor. Students who withdraw from clinical courses or laboratory or field experiences *must have permission of the department chair to continue in the course.*
 - g. **Undergraduate Degree Completion** – The DAC Council focused on the retention of undergraduate students *with emphasis on:* The circumstances surrounding the students withdrawal and where do they go when they leave the university.
 - h. **Multiple Course Format Analysis** – is made up of blended and online courses the report format includes: term; instructor; subject; course; section; grade; percentage of success rate; and withdrawals. *Focusing on departments with high withdrawal rates.*
 - i. **2015 Survey of Chief Academic Officers** – Area of concentration on: *Faculty being civil to one another.* Almost 71% of CAO’s are very or somewhat concerned about the declining civility among higher education faculty. “CAO’s indicate that professors are likelier to treat students civilly than they are to treat their faculty peers or administrators that way. (*Insider Higher Ed* – editors Scott Jaschik and Doug Lederman)
2. **Registration Deadline for Fall 2015** – *Early* this year: **April 6, 2015**
 3. **Overtime Pay for Faculty** – No overtime will be allowed unless faculty member is already teaching 12 credit hours. Chairs are not allowed overtime.

4. **Diversity Initiatives** – The Community Tour on Tuesday, January 13th hosted by Dr. Joe'l Lewis received very positive and humbling feedback from the Diversity Council and other College of Education Faculty. The committee will be meeting very soon on the next step, possibly a second tour.
5. **Webpage Development** – Ongoing with a couple of items needed to complete before the College of Education goes live.
6. **Maymester Incentive Program** – Chairs were encouraged to ask their faculty to begin thinking about developing courses for MayMester for May 2016. University policy limits faculty to one course per MayMester, but Dean Hayes said, consideration may be given for 7 week courses – MayMester through the first summer term, thereby allowing for two courses.
7. **Commencement** – Update: there will be two sessions one in the morning, 9:30am and one in the afternoon, 2:00 pm. Faculty will now march in and be seated on the floor level with graduates. Parking is recommended in the COE parking lot, with Jag Tran running between the Mitchell Center and College of Education Dean Hayes is requesting that all COE graduates park in the COE parking lot. There will be a reception immediately following the morning session.
8. **Summer Contracts** – Preliminary Summer Contracts are due in Academic Affairs on March 24th.
9. **Administrative Re-organization:** Hand out – College of Education Organization Chart: Dean; Associate Dean; Director of International Programs; Director of Academic Assessment (vacant); Director of Graduate Studies; Development and Alumni Relations; Office of Contracts and Grants; Facilities Management; Faculty Council; Financial Affairs; Academic Departments – Health, Physical Education, and Leisure Studies; Leadership and Teacher Education, and Professional Studies.
10. **Name Change** – The Faculty Council emailed to all COE Faculty a list of potential names for the renaming of the USA's College of Education. (a sample of names currently used by universities and colleges) – decision is pending with Provost and President's office.
11. **Definition of a Minor** – *Critical for Undergrads:* The purpose of a minor program is to specify a set of courses that provides a moderate degree of content mastery in a discipline or coherent interdisciplinary field. Ordinarily, a minor program consists of a minimum of 18 hours with at least 9 hours at the upper-division level. Exceptions to the 9 upper-division hours in a minor may occur when the prerequisite sequence for a minor requires more than 9 hours of lower-division courses. *A minimum of 9 credit hours of courses in the minor must be completed at the University of South Alabama.*

12. **EPP Annual Report in AIMS** – The 2015 EPP Annual report is now LIVE in AIMS! These reports are due by April 17, 2015 at 11:59:59 pm Eastern.
13. **Appointment of Lead Marshall** – Dr. Andrea Kent is currently giving up this position and Dr. John Kovaleski will assume the duty of leading the students in at commencement.
14. **Professional Development Grants Program** – Hand out given – The Research Elaboration Grants (RAG) program is intended to support faculty members with a record of external funding to engage in activities that promise to advance their research and scholarly activities and securing additional external funding. Dean Hayes has revised the present COE grant program, encouraging faculty to explore and submit more grants.
15. **eForms** – All current College of Education eForms need to be accessible on the University Website – A-Z eForm Index database.
16. **Graduate Student Teaching Skill Certification** – The ILL now offers a course for GTAs to improve their teaching at USA. Although optional, all graduate assistants and adjuncts are encouraged to participate at no cost.
17. **Payment Process Limits (\$2,500)** – Effective immediately, only Direct Pays, Requisitions, Payments to Individual for Services, or Transfer Requests in excess of \$2,500 will require approval by the Office of Academic Affairs. Pre-approved travel does not require approval by the Office of Academic Affairs. However, all PAF's, Job Descriptions; APS forms etc. – will still require Provost/SRVPAA approval.

Meeting adjourned at 12:10 pm.