

Dean's Administrative Council

Minutes of Meeting

April 24, 2017 at 9:30 a.m.

Dean's Conference Room (3619)

Members Present: Dr. Andrea Kent, Dean; Dr. James Stefurak, Chair of Professional Studies; Dr. Susan Santoli, Interim Chair of LTE/Director of Graduate Studies; Mr. Josh Wooden, Director of Academic Advising; Dr. Paige Vitulli, President of the College Faculty Council; Dr. Evelyn Green, Chair of HTM; Ms. Jennifer Simpson, Director of Field Services; and Mrs. Aimee Meyers, Development Liaison.

Dean Kent called the meeting to order at 9:35 a.m.

1. Information Update:

a. Faculty Searches –

Dr. Susan Santoli, Interim Chair of LTE reported two faculty positions currently open in LTE. One Associate Professor of Education Leadership and one Assistant Professor of Secondary Science Education. The committees will Skype with applicants prior to selecting for an on-campus interview.

Dr. Stefurak, Chair of Counseling and Instructional Sciences (CINS) reported an offer has been extended to a candidate for the Counselor Education at the rank of Associate Professor. The position will start August 15, 2017.

Dr. Kent reported on behalf of Dr. Kovaleski, Chair of HKS. An offer has been extended to a candidate for the Exercise Science at the Assistant Professor level. This position will start August 15, 2017.

Dr. Kent reported a recommendation has been made to hire Dr. Susan Santoli as the Chair of Leadership and Teacher Education department effective May 15, 2017.

Dr. Kent reported no applicants for the Education Research and Director of Assessment. AERA Conference is coming up and plans to recruit applicants.

b. Staff Searches

Dr. Kent reported that the search for the Accounting Clerk IV position is still active. No applicants have been sent over from HR as of today.

c. Conference on Teaching and Learning

Dr. Kent announced the upcoming COTL Conference. She encouraged chairs and faculty to attend to represent the College.

d. May 6th @ 9:30 a.m. Graduation and Reception:

Dr. Kent announced the upcoming COE graduation at 9:30 a.m. Buses will be running from the College to the Mitchell Center starting at 8:00 a.m. She asked the chairs to encourage the faculty and staff to attend the reception following the graduation.

2. COE Development Update – Mrs. Aimee Meyers:

Mrs. Meyers announced that the Upward and Onward Campaign has reached \$100 million toward the campaign goal of \$150 million. To celebrate this accomplishment and all that has been achieved, Development put together a short video to mark this occasion. You can view the video, and other stories about the campaign, on the USA website homepage.

The Employee Annual Fund Campaign next month will kick-off a series of email marketing campaign to our Alumni. It will be a take-off of the COE 50th Year Anniversary (i.e. donate \$50).

Dr. Paige Vitulli announced the CEPS Alumni Social on May 11th at Wintzell's from 4:30 – 6:30 pm. Emails will be sent out to all College of Education Alumni in Mobile and Baldwin Counties.

3. WOW/Move-In Day/Convocation: Contact Nicole Carr

- Looking for captains for Move-In Day – August 12: 3 hour shift, clip board job
- Monday – Jaguars Care Day of Service: Connecting to the Environment
- Tuesday – August 15 Convocation: Mitchell Center 11-12, then to Colleges – Josh will connect Dr. Kent with Student Groups (Sock Hop, 50's Music, etc.)
- Week long – Tent volunteers – HKS has a tent setup on campus helping to direct students. Ms. Aimee Meyers volunteered the Office of Development to help out.

4. Graduate Studies Update (SS):

Dr. Susan Santoli provided the following update:

Currently have 14 less students approved for summer than last year. Last year there were 173 applications approved and this year so far we have 159. She noted that enrollment is currently at peak time so this number should improve. For the fall 2017 we are 2 under from this time last year (101 vs 103). She noted there were a lot more applications coming through.

5. Faculty Council Update (PV):

Dr. Vitulli announced that the faculty council is in the process of revising the Faculty Council Bylaws and nominating new delegates.

6. Advising Center/Student Services Update (JW):

Mr. Wooden announced that the APTT test has been extended through 2022. A memo should be coming out in May from the State Department with this information. He also announced that the scholarship committee has selected 31 recipients for scholarships. He noted that the Bulletin has been updated with new names of departments and the College.

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7. Summer School (AG): No update

8. Other (AK):

Dr. Stefurak announced that the new name change has been officially approved. Effective summer 2017, the new department name for Professional Studies will be Counseling and Instructional Sciences (CINS).

Dr. Kent announced that the “College Report Cards” are on the horizon and coming back. Federal Legislation is trying to push through to rank colleges between 1-27 effective January 2018. She noted that the State Department will be sending out surveys to all schools in an effort to gather data on teachers and where they graduated.

Dr. Sentence has been invited to attend the University of South Alabama. He will be visiting on May 25th. Dr. Kent will keep us posted on any updates.

Dr. Kent asked chairs for 2 or 3 things that we have done to recruit or retain underrepresented students. Dr. Kent will ask the departments for some diversity goals that are measureable for next year.

The meeting adjourned at 10:27 a.m.

The next scheduled meeting is **Monday, May 22, 2017 at 8:30 a.m.**