

Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619
9:10 a.m. – 12:00 Noon, January 14, 2008

Members Present: Dr. Richard L. Hayes, Dean; Dr. Thomas L. Chilton, Associate Dean; Dr. Phillip Feldman, Associate Dean; Dr. Frederick Scaffidi, Chair, Health, Physical Education, and Leisure Studies; Dr. David Gray, Chair, Leadership and Teacher Education; Dr. Charles Guest, Chair, Professional Studies; Dr. James Van Haneghan, Director, Assessment and Evaluation; Dr. Andrea Kent, Director, Field Services. **Members not present:** Dr. Abigail Baxter, Director, Graduate Studies and Research, Dr. Peggy Delmas, Director, Student Advising and Dr. Burke Johnson, COE Faculty Senate representative.

Dean Hayes called the meeting to order at 9:10 a.m.

1. Information Update

- a. **Course Withdrawal Summary** was provided. There continues to be ongoing debate campus wide relative to the most appropriate withdrawal deadline, but to date, there is no final consensus.
- b. **Change in Faculty Promotion Increments.** The salary adjustment that accompanies each promotion has been increased by \$1,000 per increment.
- c. **Educator Appreciation Day at Jags Basketball.** In conjunction with Founder's Day Events, there are plans in the works to invite MCPSS and BCBOE employees to attend the January 27, 2008 USA vs. Denver game free of charge. Dr. Feldman will check with Alumni Affairs for approval and notification procedures.
- d. **Dean and Department Chair Discussion on Faculty Raise Process.** At the request of Vice President Covey, Dean Hayes will meet with Department Chairs and their faculty to review faculty raise procedures and clarify any misunderstanding of the process.
- e. **Pre-tenure Reviews.** University and COE policy statements on Pre-Tenure reviews were distributed in response to questions raised about exactly which Pre-Tenure documents should be submitted with Promotion and Tenure Portfolios. To clarify:
 - the Pre-Tenure Review Committee members submit written comments to the Department Chair
 - the Department Chair summarizes the comments in written format, shares them with the faculty member being reviewed and obtains his/her signature as acknowledgement of the review
- f. **Department Chairs' Meeting.** Dean Hayes asked if there was need for Department Chairs to meet independently, outside the monthly DAC meeting. Chairs did not seem to think that a regular meeting was necessary, only on an as needed basis.
- g. **Characteristics of Recipients of Earned Doctorates.** Statistical information distributed. No discussion.

2. Founder's Day

Dean Hayes provided an over view of the planned events.

January 27, 2008 – Educator Appreciation Day – Mitchell Center – USA vs. Denver

February 6, 2008 – Educational Research Conference – Presentations by faculty and area educators on their current research and significant partnership activities.

February 7, 2008 – Luncheon from 11:30 to 1:30. Dr. Roy Nichols to speak.

February 7, 2008 – Distinguished Lecture from 1:30 to 4:30. Guest speakers will be Dr. Joseph Morton, Superintendent, Alabama State Department of Education, Dr. Roy Nichols, Superintendent, MCPSS and guest speaker, Dr. Linda Darling Hammond.

Dr. Feldman reported that to date, he had 5 proposals submitted by the LTE Department and 6 proposals submitted by the Professional Studies Department for the February 6th Educational Research Conference.

3. **M. Ed. In ESOL**

The College of Education is on track to submit a proposal for the Class “A” certification program in ESOL to the State Department of Education in May 2008. Dr. Lauren Fregeau will help develop a quality program, which should begin Spring 2009. Courses will not be offered ahead of the program start date. The SDE has tentatively determined that we have the necessary faculty for the new program.

4. **College Student Recruitment Initiatives.**

The first committee meeting is scheduled for January 24, 2008. A copy of a newly created COE publicity piece was distributed. This piece can be modified as needed and will be used for state-wide marketing efforts.

5. **On-Line Writing Lab**

Information was provided about the Online Writing Lab, i.e., its purpose and how consultants are chosen, trained and financed. Further information can be obtained by Dr. William Young, USA Writing Center (460-6480 or at wyoung@usouthal.edu).

6. **Student Record Policy – Public Disclosure**

The Student Record policy was distributed as a reminder of what type of information FERPA (Family Educational Rights and Privacy Act) dictates can and cannot be released on a student. It was recommended that inquiries in question be directed to Melissa Wold in the Registrar’s Office or to Dean Hayes’ office.

7. **Instant Data Tool**

This tool was developed to allow the university community to have easy access to enrollment data. The link was provided to explore the tool and the DAC was asked to give input on its usefulness and ways it might be improved. No recommendations were provided.

8. **Alternative Master’s Program SDE Review**

Dr. Chilton reported that during the Summer 2008 the Alternative Master’s program would be reviewed to incorporate the Quality Teaching Standards. The primary objective will be to take the program that exists now and

- allocate standards to existing course work
- link standards to the conceptual framework
- note on syllabi, show standards, objectives, content and specific assessment activity
- include portfolio statement

Completion deadline for documents is end of April.

9. **Admission to AA Program**

Dr. Chilton reported that 6 of the 7 criteria for admission to the AA Program have been agreed upon. The 7th issue debated was a GPA of 3.25. However, it was decided for the current catalog to use the overall graduate school requirement of 3.0. Beginning Fall 2008, AA programs will be available in Elementary, Early Childhood Education, Secondary, PE, Health, Instructional Leadership and Special Ed.

10. **Praxis and Student Teaching**

Dr. Kent reported on the difficulties encountered with Praxis score deadlines relative to student teacher placement issues. As an example, this semester, 43 students did not have reported Praxis scores just days before the field experience start date. Coupled with the university and public school holiday schedule, this presented very little - to no advance notice to principals and cooperating teachers when placements had to be cancelled for failing scores. As a result, it was determined that a deadline date would be set for student teacher applications to be complete, i.e., Praxis scores in Banner, etc. Placements will move forward only for these students. Students whose applications are not complete, will not be eligible for placement, but must re-apply for the next semester. (Deadline dates are October 30 for Spring Term and April 30 for Fall Term.)

11. **Procedures for Awarding Endowed Scholarships**

A report from Scott Weldon was distributed on COE Endowed Scholarships and amounts available. It was noted that some of the available scholarships were not listed on the report. Dean Hayes requested that complete listing be compiled. Once complete, Dean Hayes asked that the inclusive list be posted on the COE web site, along with a description, the criteria, the application and the application deadline for each scholarship. Once applications are collected, the Dean will have the existing committee (which will also serve as an oversight committee) make recommendations for awards. Dr. Chilton relayed that a scholarship link already existed on the COE web site and much of the information is already contained there. It will be revised to completely list all scholarship information.

12. **Alternative Summer School Course Formats**

In light of the need to balance the Summer School budget, alternative summer school formats were discussed. Summer school enrollments have declined the past two summers. Dean Chilton gave statistics on the different scenarios and what enrollment numbers must be generated in classes to pay for their instruction. The current summer school schedule needs to be re-evaluated, i.e., how many students in programs relative to how many courses are offered. Alternative formats such as on-line courses, week-end courses, and offering courses in time periods that do not conflict with current MCPSS or BCBOE continuing education course requirements for teachers. After much discussion, Dr. Gray asked if an overall analysis could be done, taking factors into consideration such as 12 month contract employees, rank of faculty, etc. to determine a bottom line for each department for enrollments in courses in order to pay for summer course offerings. Dr. Chilton will work to provide this information to Department Chairs.

13. **NCATE Annual Report**

Dr. Van Haneghan asked for input for the NCATE Annual Report relative to 1) majors, 2) facilities and resources, 3) assessment, 4) field experiences and 5) diversity.

Dr. Kent said she would provide information relative to field experiences. Dr. Guest suggested that Dr. McFadden's roll in diversity issues be included. It was also suggested that the full implementation of Folio Tech be noted in the report.

With there being no further business, the meeting was adjourned at 12:00 Noon.

Respectfully submitted,

Kathy Beck
Recorder

