

Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619
10:00 AM – 11:15 AM, May 2, 2011

Members Present: Dr. Richard L. Hayes, Dean; Dr. Phillip Feldman, Associate Dean; Leadership and Teacher Education; Thomas L. Chilton, Associate Dean; Dr. Charles Guest, Chair, Professional Studies; Dr. Frederick Scaffidi, Chair, Health, Physical Education, and Leisure Studies; Dr. James Van Haneghan, Director, Dr. Andrea Kent, Director, Field Services, Assessment and Evaluation; Dr. Abigail Baxter, Director, Graduate Studies and Research; Dr. Tres Stefurak, COE Faculty Council Representative.

Absent Members: Dr. Harold Dodge, Interim Chair, Leadership and Teacher Education; Dr. Peggy Delmas, Director, Student Advising.

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

1. Information Update

- a. **Student Honors and Awards Reception** – Dean Hayes encouraged DAC attendance at this event on Friday, May 6 from 6-8 PM at the Waterman Globe in the Mitchell Center.
 - b. **Teach for America** – Dean Hayes informed the council that he had been approached about possible sponsorship of TFA to which he responded that we would work with them if desired to inform their “candidates” about graduate programs in the COE that could lead to teacher certification in Alabama.
 - c. **Computer Use Policy** – The council went over the reaffirmation of this existing policy and discussed the eventual need for more clarification on the policy, specifically, where to draw the line between personal use and professional use.
 - d. **Revisions to Faculty Handbook** – Dean Hayes asked the council to review the newly revised faculty handbook and to send him an email with any suggestions or areas that they feel need clarification. One change noted was that supporting documentation for promotion and tenure packets will now be submitted in pdf format on a disk.
2. **Planning for Online Programs** – A complete list of COE’s 72 on-line courses and *Principles of Good Practice* from the Southern Regional Education Board were distributed. We will now have to certify with SREB that our online courses meet their qualifications. These qualifications will probably pertain to hybrid courses as well.

USA is looking for new on-line programs rather than the conversion of existing programs. Our proposed program in Teacher Leadership provides an example of the kind of a new on-line program that is targeted to a new audience of potential candidates.

3. **SDE/NCATE Accreditation Timeline** – Our NCATE institutional report will not be due now until 6 months out from the scheduled visit. We now have 18 months from now to prepare. We need to identify one or more NCATE standards on which we can demonstrate movement from an acceptable to a target level. NCATE will be taking a hard look at student feedback and how we use that information to improve. We need to be able to show data driven decisions. Work should begin immediately to take the results from the learning outcomes from the standards for the past year and choose targets for improvement. Although learning outcomes data questions have been dropped from the state assessment, we can use those questions to do our own assessments with graduate students. NCATE is looking for evidence that our process uses data to make changes and that the changes lead to documented results.

4. **USDOE/State Authorization Requirements** – USDOE requirements on distance education were discussed as well as our requirements for the SREB. Further information will be forthcoming to the departments.
5. **Faculty Attendance at Commencement Exercises** – The council was asked to remind their faculty that under University policy that they are to attend all University commencement exercises in full academic regalia unless they have been excused by the Dean. Dean Hayes will be sending an email to faculty to remind them of university policy and to provide conditions for approved excuses.
6. **Summer School** – Summer enrollments at this point are several hundred below enrollment last summer.
7. **Transfer Student Survey (2011)** – Discussion was postponed due to Dr. Delmas’ absence.
8. **QEP Concept Papers: Follow-up** – Council members were reminded of the request for faculty proposals for QEPs and were asked to encourage interested faculty to submit their proposals.
9. **Alabama Continuum for Teacher Development in Pre-Service Education** –A proposal has been made by the ASLDE Committee on Teacher Preparation, chaired by Dean Hayes, to develop a new candidate evaluation system that can be consistent with the Teacher Development Continuum and integrated with EDUCATEAlabama. The committee has proposed that the 131 standards currently used to evaluate candidates be reduce to 39 indicators organized under five standards. USA has been invited by the ALSDE to develop the rubric for the state to evaluate candidate progress against these 39 indicators.
10. **COE Going Green** – Council members were reminded of the COE’s “going green” campaign and were updated on its integration with similar campus –wide efforts. The COE has been approved to use its own campaign log, which was designed by a faculty and student team, to bring attention to the efforts of its faculty, staff and students. To preserve resources in the COE. Dean Hayes encouraged everyone to seek ways to go green.
11. **CISSTEM** –The Colleges of Education, Engineering, and Arts& Sciences have partnered to launch a Center for Integrative Studies in Science, Technology, Engineering, and Mathematics (CISSTEM). Commitments of faculty have been made from each college for three years to establish this center at which time it is expected to be self-funding.

There being no other new business, the meeting was adjourned at 11:15 AM.