

## **Dean's Administrative Council**

### **Minutes of Meeting**

**January 24, 2020 at 9:30 a.m.**

**Dean's Conference Room (3619)**

**Members Present:** Dr. Andi Kent, Dean; Dr. John Kovaleski, Associate Dean; Dr. Susan Santoli, Chair of Leadership and Teacher Education; Dr. Tres Stefurak, Chair of Counseling and Instructional Sciences; Dr. Robert Thompson, Chair of Hospitality and Tourism Management; Dr. Shelley Holden, Chair, Health, Kinesiology and Sports; Dr. Paige Vitulli, Chair of Integrative Studies; Dr. Ron Styron, College Faculty Council; Dr. Matt Binion, Director of Academic Assessments; Mr. Josh Wooden, Director of Academic Advising, and Amber Day, Assistant Marketing Director; Ms. Aimee Meyers, Development Liaison

Members Absent: Ms. Jennifer Simpson, Director of Field Services

Dean Kent called the meeting to order at 9:33 a.m.

### **1. Information Update:**

- **Graduation: AK/JK**

At this stage we do not have any new information. Dr. Guest is meeting with the Registrar's office today and plans to have a proposal to the President and Provost by Monday. Most likely for the CEPS we will have a different time and probably on Saturday. Some colleges will not be able to do their ceremony in the Mitchell Center. It will be the President's call to decide if we continue with a University Ceremony. If we do, the University Graduation ceremony will most likely be on that Friday morning.

Dr. Kovaleski noted that the college graduation committee voted to not continue with the University Ceremony. We need to think about what we want to do with our College Student Award Ceremony. Do we want to incorporate that into our ceremony?

- **Searches (AK):**

**Dr. Stefurak (CINS):** CINS has one open full-time, tenure track position for an Assistant Professor of Clinical Mental Health Counseling. Two candidates have interviewed. The third candidate is scheduled to interview 1/30. The committee will

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meet immediately after the third interview to get a general consensus and recommendation.

- **Class Climate** – REMINDER Class Climate will be gone in May. Make sure faculty evaluations, surveys, etc. are retrieved.
- **Canvas:**
  - a. 141 courses moved spring 2020 University-wide
  - b. as many as possible this summer
  - c. the remaining in fall
  - d. ILC will help immigrate over

### 2. Reassignment of duties (AK):

- Student Fees – AK
- Renovations – AK
- Technology – JK
- Summer School Loads – JK
- Overloads – JK
- Grants and Contracts – Charlotte, AK, AG (Dr. Green's grants are still housed in our college and he remains PI of those grants). We need to figure out a way to support faculty with grants coming off the Bauer Seminars/Training.
- Dr. Kovaleski noted that all non-grant issues dealing with money (accounting paperwork and questions) should be directed to Shanon not Charlotte. To help protect Charlotte's time, please pass this information on to your faculty.

### 3. Probationary Students (JK):

Graduate students whose GPA drops below 3.0 have 2 semesters to improve their GPA and bring it back to a 3.0 or be dismissed. The Graduate School is working on better communication to the students to help them better understand what that probation means. When Diane Cobb sends a list of these names to Dr. Kovaleski he in turns sends a copy to the academic advisors but will now send a copy to the department chairs so that you are aware. These students will need to be followed up on to make sure they have the appropriate hours. Faculty need to investigate and monitor these students to make sure they can succeed.

### 4. EvaluationKIT:

These are surveys that students are now using to evaluate their faculty. Faculty should have received a link to see the responses of their students. There was a slight dip in the numbers of students who participated due to it being a new system.

- Reminders to students every three days; shows on calendar and messages in Canvas.
- Can connect to gradebook.
- Drafting policy of holding evals from faculty until there are a least five responses but the chairs will receive the evals.
- Can connect to Digital Measures.

**5. Computer Labs (JK/AK):**

Currently working on a solution so that faculty can use for some classes and exams without shutting down the labs for students. Since the computer labs are funded by student fees we will try to address these needs based on a case by case basis. There are some laptops that can be checked out through Scott to do things like comps, etc. Currently exploring ideas on how we can help resolve some of these issues and it will help if we have advanced notice.

**6. Marketing and Communication Update (AD):**

Ms. Day distributed a hand out titled “Marketing and Communications Projects” (see for more details. Highlights were:

- Pillars Magazine – Rebranding the magazine to more of a feature style writing similar to MCOB. Need to meet with chairs and directors to build editorial map.
- USA Branding – Reminder that we need to follow USA brand guidelines. Examples of templates can be found on South's website under Marketing. Amber will send a link to the council. You can submit to Amber for review and help.
- Mobile County Public School System has been blocking all unsolicited emails from systems like Constant Contact which includes our emails. Currently working on a solution.
- CEPS Website Update – Goal to take one department/program at a time. Departments and programs need to make sure the information is accurate and up to date. Contact Kelly Rushing directly or Amber for help.
- Give Day Video – Julie Jackson, Director of Alumni and Development Marketing and Communications need at least two students, two alumni, two faculty-no limit to help produce a video on January 30 between 2-4pm at the Whiddon Administration Bldg, AD55 (basement). Filming will only take about 5-10 minutes. Let Amber know if you're interested.
- South Says – is a great way to highlight your video of a University student spotlight. Send to Amber and she will forward and push to make it happen.
- Student Assistant – hired Megan Layton, a marketing and communications student, to assist with graphic design and social media and other projects.

**7. Graduate Studies Update (JK):**

Dr. Kovaleski provided the following update:

- Dr. Pardue has created a subcommittee which Dr. Kovaleski is on. The committee will meet again in February.
- Meeting with Gray Associates, a consulting firm, hired by USA to review and evaluate our programs, and provide a strategic plan in moving forward.

**8. Office of Assessment Update (MB):**

Dr. Matt Binion provided the following update:

- Submitted our last set of documents to CAEP this week. Site team will be here in 3 weeks. They will start arriving on Saturday and meeting on Sunday, Monday and will leave on Tuesday before lunch.
- Talking points will be provided and discussed a week before their arrival.

**9. Advising and Certification Update (JW):**

Josh Wooden provided the following update:

- Melanie McLean is no longer with CEPS and is working in the Office of Admissions. Her advising load has been divided up between the existing staff.
- For certification, 11 programs have been resubmitted and working to submitted the remaining 19 the end of the semester.

**10. Development Update (AM):**

Aimee Meyers provided the following update:

- Campaign update – 1.4 million left to raise of the 150 million dollar campaign.
- CEPS this quarter, as of October, has raised \$76,805. We are currently #3 and have big gifts in the pipeline.
- Matching money left in the Mitchell program which has been extended to 2024.
- Employee campaign starts Monday, January 27 with a breakfast kickoff.
- The McQueen Alumni Center held a VIP reception last night and there will be a ribbon cutting ceremony today at 2pm.
- Give Day – each college will have one specific fund/program to work with.

**11. Faculty Council Update (RS):**

Dr. Styron indicated there is no new update from the faculty council.

**12. Other:**

- The Faculty and Staff Awards will be held in April. Dr. Kent will send out an email to everyone once the date and venue has been confirmed.

The next scheduled meeting is **Monday, February 10, 2020 at 9:30am.**