

**Minutes**  
**Dean's Administrative Council**  
**College of Education**  
**University of South Alabama**  
**UCOM 3619**  
**9:00 a.m. – 10:45 a.m., July 16, 2007**

**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. Abigail Baxter, Director, Graduate Studies and Research; Dr. Andrea Kent, Director, Field Services; and Dr. Peggy Delmas, Coordinator, Advising Center.

**Member(s) Absent:** Dr. John Kovaleski, Faculty Senate Representative.

Dean Hayes called the meeting to order at 9:05 a.m.

**1. Information Update**

Teacher Education Chapter of the Administrative Code – goal is to reduce redundancies in the state standards. Dr. Chilton added that nothing has changed between 05 and 55, and that we are in relatively good shape.

**Revised Promotion and Tenure Guidelines** - The revisions to the draft previously distributed were discussed. It was noted that on Page 6, third line from the bottom of the page, the “appropriate tenure and/or promotion form” refers to the committee letter that is to be written. The “DRAFT” notation had also been removed from the document. Dean Hayes added that he would be meeting with faculty members interested in seeking promotion and/or tenure later today to inform them of the process and its procedures and to answer any questions.

**Sabbaticals**

We need to provide faculty with a clear understanding of the process. We will be talking with faculty interested in applying for a sabbatical now or in the future. Faculty should have a refined list of the things to be accomplished during a sabbatical, and need to focus on one or two artifacts to be successful. Chairs are welcome to attend this meeting.

**Out of Area Placements**

Dr. Kent provided information to the Council members on out-of-area (out of town and out of state) placements. There are specific policies in place. An overview of this policy was provided, and added that the departments have control with regard to the placements.

**2. Faculty Searches Approved**

Dean Hayes and Dr. Chilton met with Dr. Covey last week to discuss faculty searches for 2008. A listing of the approved positions was provided to the Council. It was noted, that in principle, Dr. Covey had approved the eight positions for 2008:

Dean Hayes informed the Council that the Measurement and Evaluation position will involve research design, statistics, and measurement/evaluation. Positions must affiliate with one of

the areas of the college. The Library Media and Instructional Technology position will broaden library media and the management of information, and will have implications college-wide. There is a critical need for the Gifted/Special Education position. We anticipate at least seven more vacancies a year from now. Once we are clear on the standards, we will be able to go forward. Dean Hayes stated that this information may be shared with departmental faculty, but it is preferred that the list not be distributed until final approval of all positions.

Dean Hayes added that advisement procedures are being streamlined. There is a recurring statement regarding the absence of faculty. However, we appear to be doing better than our peers across campus. Dr. Baxter added that as problems appear, they are being handled at the departmental level. Dean Hayes stated that this information will be fed back into TracDat.

### **3. Faculty Council**

There was no report. The report on faculty council activities will be held as an agenda item for the next meeting.

### **4. Grants.gov Workshops**

These University workshops will provide sufficient training regarding the submission process, and general grant sources. Dr. Guest suggested that general workshops be offered in the College to provide our faculty with this information. Dean Hayes said that he will opt for one workshop for COE faculty. Dr. Feldman advised that the IRB Workshop are coming up and, if we can drum up enough interest, administration would be asking that they do another. It was noted that Dr. Litchfield was willing to provide training for College of Education faculty.

### **5. Graduate Student Feedback Survey**

Copies of the summary results of the Graduate Student Feedback Survey were distributed to the members of the Council. The Council discussed the survey results. It was noted that of the 512 respondents, 49 were from the College of Education.

### **5. TracDat**

Dr. Van Haneghan provided an update on TracDat. Dr. Guest advised that members should retain their old results for now. Dr. Van Haneghan informed that the PEPE data would not be available from the state for some time. Dr. Guest suggested that when the new results are received, that information should be added to the old results, and to contact Dr. Van Haneghan as needed. The deadline for submission from the departments is the 31<sup>st</sup>, with the College deadline sometime later.

### **6. Staff Evaluations**

The staff evaluation process was explained, and it was noted that the deadline for submitting evaluations to Human Resources is August 15<sup>th</sup>.

### **8. Web-based Instruction**

There was some discussion of hybrid courses and other related items. It was noted that hybrid online courses are required to schedule at least 50% on-campus instruction with the remaining instruction time offered through the internet only. Dr. Covey wants the process in place so that it is clear what is done within the hybrid and that the requirements are clear.

Requirements should be clearly outlined in each syllabus so that students have a clear understanding of all requirements. It was stated that the process should be maintained within the College. Dr. Chilton agreed that this is the process. It was noted that some nursing courses are similar to the hybrid model. Videos are viewed before classes as preparation for the on-campus instruction. There are no College of Education hybrid approved courses in the schedule at present.

#### **9. Website Survey**

Dr. Van Haneghan has developed a survey monkey survey for the web. A copy of the format was provided to the Council for review and input. There were several revisions to the draft provided, and additional suggestions were solicited.

#### **10. Foliotek**

Dr. Chilton informed the Council that Department Chairs are to meet with the intern supervisors at undergraduate level—110 Courses in the fall. The evaluations will probably not be fed into Foliotek until October, and this shouldn't be a problem. We will be required to assess beginning in the fall. A list will be provided that will be included with each syllabus and Help Screens on the Web page advising students how to log on and pay for and to register for their portfolios. In departmental meetings, the chairs should cover this with their faculty. Faculty members will be trained to assist students along with the OLL staff. Department Chairs should go over this information during their faculty meetings. Dr. Guest asked for a statement from Dr. Chilton outlining the process that could be provided to all faculty. Dr. Chilton agreed that this would be provided to the faculty.

#### **11. Other**

Dr. Feldman provided information regarding the format of the new College of Education publication. This publication will highlight the scholarship processes, for both faculty and students. It was noted that Dr. Heitman had applied his award to establish a scholarship fund. Kathy O'Keefe added to that scholarship in memory of her mother. The publication will also include stories about our faculty. Dr. Feldman added that the first issue will be an inaugural issue, and, as such, will provide an overview of the College. After that issue, individual stories, stories about grant activities, and other related subjects will be featured. Kim Culbreth [Development Officer] will provide input to assist us in promoting the College of Education. Her awareness of our work and its impact on the community will be a great benefit in this process.

Jagfest – Dean Hayes requested that Dr. Delmas provide faculty with a reliable schedule and request that our faculty sign up to actively participate during specific times. T-shirts will be provided to participating faculty in advance to wear during Jagfest .

With there being no further business, the meeting was adjourned at 10:45 a.m.

Respectfully Submitted,

Sandra S. Corry  
Recorder

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## CALENDAR OF UPCOMING EVENTS

JULY 16	Administrative Council
JULY 23	Last Day of Classes
JULY 24-27	Final Exams
JULY 31	TracDat Reports due
AUGUST 10	COE Annual Review due
AUGUST 17	Administrative Council 10-12 Aug 17 p.m. Admin Event
AUGUST 18	Jagfest 9-1 check-in 4 campus fair, Mitchell center booths for ea college 5-7 p.m. Gym – student organizations.
AUGUST 20	Fall Classes Begin