

Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619
10:00 AM – 12:00 PM, November 9, 2009

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

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

1. Information Update

- a. **COE Basketball Night 2/11/2010** – information provided
- b. **Academic Affairs Grants Productivity** – information provided
- c. **International Travel** – Dean Hayes distributed new process changes in International/Foreign Travel and informed the DAC as of October 21, 2009, the University regulations regarding travel anywhere outside the continental United States is considered international travel and must meet new guidelines. The USA travel web site has been modified to reflect the new forms and international travel review form and procedure changes.
- d. **New Faculty Searches** - A public search is underway for a non-tenure track Instructor of Special Education in The Department of Leadership and Teacher Education. A faculty search is currently under review for an Assistant Professor of Special Education.
- e. **Part-time Faculty Email Addresses** – Dr. Hayes informed the DAC that all faculty (full and part-time) will be required to open an official university email account. This policy will ensure all communication from the University via a listserv is received. Email accounts may be requested online at: https://jagmail.usouthal.edu/cgi-bin/CA/acctreq/gw_auth.cgi.

2. Founders Day

Dr. Sharon P. Robinson, President and CEO of the American Association of Colleges for Teacher Education (AACTE) will deliver the Founders Day Lecture, February 1, 2010.

Suggestions were solicited on the format for presentations of Faculty and Student Scholarship as part of Founders Day. Discussions focused on attracting the right kind of attendees to this activity. A major point raised was the importance of student presentations for the faculty to see what the students are doing. All agreed to discuss the activity with COE faculty for their feedback.

3. Revised Turnitin Policy

It has been recommended that the Turnitin Policy implemented by the University in 2007 be revised because adequate safeguards to protect student identity are in place. The University Attorney's Office has reviewed and approved this recommendation. Plans are underway to disseminate this information to the University community.

4. TracDat: Unit Assessment Report

Dean Hayes distributed the COE's 2008-2009 Unit Assessment Report and stated the report can be used as an accountability system designed to report on the strength of COE programs through continuous evaluation, planning, allocating resources and implementing new approaches.

5. Template for Course Efficiency Initiatives

A template for Course Efficiency Initiatives for Fall 2010 implementation was distributed. As outlined, discussion focused around a timeline for COE Chairs to meet with their faculty to complete the template. All templates are due to the Dean's office by January 10, 2010.

6. COE Student Persistence Report 2009

It was reported that the College of Education retained sixty-three percent of its first-time full-time degree-seeking freshmen who enrolled at USA in fall 2008 and returned the following fall semester to their original college.

7. Academic Efficiency

A power point presentation entitled "Academic Efficiency Analysis" was conducted to show the total number of credit hour production per full-time faculty for 2008-2009. The presentation compared salary expenditure to credit hours generated in the areas of teaching, research, service, and other. Dean Hayes shared the idea of using the academic efficiency analysis report as a tool to determine the best use and cost effectiveness of various assignments of COE faculty members.

8. Course Redesign Initiatives

Various course redesign possibilities were (e.g., hybrid courses, videoconferencing, use of clinical faculty, team teaching, podcasts) were reviewed and a revised list of current grant programs within the college was distributed. Dean Hayes is soliciting proposals for the COE Research Incentive Grants Program. This is an internal program intended to support faculty members to engage in activities that show promise of advancing their research and scholarly activity. Chairs were encouraged to remind the faculty of these funding opportunities and to encourage their participation in forthcoming professional development seminars on grantsmanship.

9. Most Highly Enrolled Classes in COE

A report listing of the most highly enrolled classes in the College was distributed for discussion of potential for course redesign. Major points raised by the DAC to increase enrollment in other targeted courses: (1) combine enrollment for all sections of the course; (2) raise size of class and retain faculty member and; (3) redesign course to keep efficiency the same.

10. Technology Survey

A power point presentation of the results of the Technology Survey showed a high percentage of undergraduate and graduate students had access and used some form of technology (desktop computer, laptop computer, cell phone, iphone, etc) in completing their course work. Discussion focused around the need for more online courses given the general consensus that respondents had both equipment and access to the internet although barely half supported a computer access requirement.

11. Academic Dismissal

Dean Hayes distributed a copy of the Graduate School Academic Standards governing academic dismissal. Discussion focused around the eligibility of a student to reapply to Graduate School after being academically dismissed. A major point raised was the COE had no written policy on academic dismissal although there was an accepted practice not to accept students into other programs in the College once dismissed. It was agreed to poll the COE Program Coordinators and Faculty Council Members on their interests in continuing this practice through a formal policy or alternatively to accept Graduate School policy regarding application subsequent to dismissal.

Respectfully submitted,

Regina McCreary
Recorder