

**Minutes**  
**Dean's Administrative Council**  
**College of Education**  
**University of South Alabama**  
**UCOM 3619**  
**10:00 AM – 12:00 PM, January 4, 2010**

**Members Present:** Dr. Richard L. Hayes, Dean; Dr. Thomas L. Chilton, Associate Dean; Dr. Phillip Feldman, Associate Dean; 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. Peggy Delmas, Director, Student Advising; Dr. Andrea Kent, Director, Field Services; Dr. James Van Haneghan, Director, Assessment and Evaluation; Dr. Harold Dodge, Interim Chair, Leadership and Teacher Education; Dr. Tres Stufurak, COE Faculty Council Representative.

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. **New Faculty Searches** – Mr. Manuel Vital joined the College of Education on January 4, 2010 as a Special Education Instructor in the Leadership and Teacher Education Department. A second recommendation has been submitted to Dr. David Johnson for review.
- c. **April 30 Student Honors & Awards Reception** – information provided
- d. **Student Academic Conduct Policy** – Dean Hayes reported on the Student Academic Conduct Policy stating the policy has been revised, and will be implemented January 1, 2010. A summary of the revisions are as follows:
  - Student Voting  
Student members of the College Academic Standards Committee are now voting members.
  - Change in Process at Department Level  
Penalties imposed on a student in a Level I offense are now resolved by the department chair, the instructor, and the student.
  - Degree Revocation  
Degree Revocation is now a possible penalty for students who have subsequently graduated, but are determined to have committed academic misconduct in the past.

The revised policy will apply to offenses alleged to have been committed after January 1, 2010. The previous policy guidelines will apply to any offenses committed on or before December 31, 2009.
- e. **UCOM Renovations** – proposed, under consideration, but as yet not approved pending further study contingent upon temporary relation of bookstore and progress in construction of Shelby Hall.

**2. Founders Day**

Dean Feldman reported on the College of Education Founders Day Celebration to be held February 1, 2010 stating the event will feature two main programs. Dr. Sharon P. Robinson, President of the American Association of Colleges for Teacher Education will deliver the Founders Day Lecture in the Laidlaw Performing Arts Auditorium and a series of Founders Day Faculty Lectures will be presented in the College of Education by COE faculty, graduate students, and alumni.

Proposals are currently being solicited for the Founders Day Faculty Lectures. The deadline date for proposal submission is January 15, 2010. This year's theme is "Innovation in Teaching."

**3. Template for Course Efficiency Initiatives**

Dean Hayes reported the template for course efficiency initiative can be found on the Academic Affairs website and requested the form be completed by at least three members of the DAC. The submission timeline for the course efficiency templates are:

**COE Chairs**

All templates are due to the Dean's office by January 15, 2010.

**Final Report**

A final report is due to Dr. David Johnson on January 20, 2010

**4. Academic Dismissal**

Dr. Baxter followed up on the DAC's discussion of the Graduate School policy by meeting with Dr. Keith Harrison, Dean and Associate VP of Academic Affairs in an effort to decide whether to further restrict its procedures regarding application subsequent to dismissal. Dean Harrison was asked to address: (1) The definition of "program;" (2) developing a form or process approval for grad students making application subsequent to dismissal; and (3) the rewrite of the Grad School formal policy. The general consensus of the meeting was the COE should define its programs and academic dismissal procedures as it applies to the college in a memo to Dean Harrison for approval.

**5. Strategic Planning – 90-Day Plan Template for Course Efficiency Initiatives**

Dean Hayes distributed a copy of the Strategic Planning Goals and asked the DAC to address the question "What can be done over the next 90 days to help the COE realize its strategic objectives?" Dean Hayes has asked each unit to identify actions that may be taken in the next 90-days and the resources needed to realize some of the objectives of the Strategic Plan. A matrix will be provided for responding to the charge.

**6. P&T Criteria and Procedures**

The DAC discussed the possibility of extending the time for the external review process. Two changes noted were: (1) Sep 15<sup>th</sup> to 7<sup>th</sup> for the Departmental Review Committee to forward letter and materials for review to external reviewers; and (2) Oct 15<sup>th</sup> to 22<sup>nd</sup> for the candidate to provide the Department Chair with a complete promotion or tenure portfolio. Dean Hayes will make the adjustments.

**7. Responsible Conduct of Research Training for Students and Postdoctoral Fellows**

Dean Hayes distributed a memo from Russ Lea, Vice-President for Research on the RCR policy stating the Office of Research Compliance and Assurance, in concert with faculty input, has developed a comprehensive policy on RCR training for all students and postdoctoral fellows involved in research activities. Dean Hayes communicated the requirements and implementation procedures of this policy to the DAC to make sure the COE is in compliance.

**8. Other**

Faculty Awards, TracDat, Renumbering Courses in Merged Curriculum, and Students Taking Courses That Are Not Required in Their Major were discussed. The following actions will be taken:

**Faculty Awards**

The deadline for faculty award recommendations is March 23, 2010. An award account has been set up for faculty to use for professional development.

**TracDat**

Meeting with Cecelia Martin on TracDat Report shows report in good shape, SACS review successful – nothing else needs to be done at this time.

**Renumbering or Changing Prefix for Courses in Merged Curriculum**

Grad level stays the same. Create curriculum action form to renumber or change the course prefix in undergrad education courses in Leadership and Teacher Education Department.

**Students Taking Courses That Are Not Required in Their Major**

Implementation of mandatory advising. Some students are enrolling and completing several courses in programs other than the one they were admitted to and in some cases not eligible for. Some courses should be restricted to the majors. Other courses might be OK for electives. This can be and has been a problem as in some programs individuals are not supposed to take course work until they meet all admission requirements.

Respectfully submitted,

Regina McCreary  
Recorder