

**Minutes**  
**Dean's Administrative Council**  
**College of Education**  
**University of South Alabama**  
**UCOM 3619**  
**10:00 AM – 12:00 PM, January 9, 2012**

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

There were no members absent.

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

1. Information Update
  - a. Staff Position – The position vacated by Kate Turnmire is in the process of being reclassified to a position whose job function will be data entry, data management and data resourcing.
  - b. UCOM Construction – March is the projected faculty move in month for those in the newly renovated area in LTE. Labs under construction should be ready by mid February.
  - c. CISSTEM Director Search – Dr. Julie Cwikla is scheduled for on campus interviews for this position on January 11<sup>th</sup>.
  - d. Founders Day – Preparations are underway for Education Summit to be held in conjunction with our Founder's Day Celebration on February 7. Our keynote speaker, Dr. Freeman Hrabowski, is scheduled to speak at 11:15. Students will be seated in the center stadium seats.
2. NCATE – Dr. Joyce Stallworth visited us in December and provided a very positive report on where we are in the preparation process concluding that we are very much on track and even ahead of the game. Her report also presented valuable ideas on how to move forward.
3. Proposed Syllabus Revisions – USA is considering revisions to the policy governing the required elements of a course syllabus. A draft of the proposed changes was distributed for review and suggestions before the Dean's Council on Jan 11<sup>th</sup>.
4. Trends in First-time Graduate Enrollment – Dr. Chilton reported that enrollment for Spring 2012 is down 600 from Spring 2011 with drop/add and some other registrations still to come. Sixty percent of those who applied for candidacy didn't get in. Dean Hayes commented that Graduate enrollment has decreased in women, minorities and part-time students. The economy and rising standards are largely to blame for most of the drop. It is now our task to find new ways to counter the economy, through scholarships, recruitment and the development of new courses or course formats.
5. Sakai/ LMS Certification Articulation Agreements – Dean Hayes reminded everyone that our faculty are required to complete parts 1 – 4 in Sakai by May. He also needs to receive a list from each Chair delineating which faculty members will be responsible for migrating the on-line courses assigned to their departments. Fees in increments of \$250, \$400 and \$500, depending on difficulty of the course, will be set aside for professional development for the individual or team completing the migration for a specific course upon the first offering of the course.
6. ALSDE Program Review – Materials requested from Chairs will be required by April. We are in the process of submitting 70 programs for review this summer which will go to the State Board of Directors next fall for implementation Spring or Fall 2013. One of the things we need to emphasize is recent experience in P-12 – and supervising interns does not count for that rule. At the graduate level there will be some changes in standards, but there in not much change at the undergraduate level.