



## Dean's Administrative Council

### Minutes of Meeting

July 25, 2016 at 10:00 a.m.

Dean's Conference Room (3619)

**Members Present:** Dr. Andrea Kent, Dean; Dr. John Kovalski, Chair, Health, Kinesiology and Sports; Dr. James Stefurak, Chair of Professional Studies; Mr. Josh Wooden, Director of Academic Advising; Dr. Susan Santoli, Director of Graduate Studies; Dr. Stephanie Stewart, Director of Academic Assessment; Ms. Jennifer Simpson, Director of Field Services; Dr. Paige Vitulli, President of the College Faculty Council; and Ms. Aimee Meyers, Development Liaison.

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

### 1. Information Update:

#### a. Faculty Searches –

Dr. Kovalski reported all positions from last year have been filled. HKS recently hired Ms. Susan Montgomery as Instructor for Therapeutic Recreation; and Dr. Sarah McKinley-Barnard as an Assistant Professor of Exercise Science.

Dr. Micheil Spillane has resigned effective August 14, 2016. Position has been posted and several good applicants have applied.

Dr. Kovalski announced approval from ACHE to offer a new track in Exercise Science with two concentrations (Health Fitness and Pre Health Professional). This will allow Allied Health students to enter that concentration and fulfill many of the prereq for Allied Health without undue penalty.

Dr. Stefurak reported two new searches for Professional Studies (Assistant Professor of Library Media/Assistant Professor of Instructional Design/Tech).

Dr. Kent reported that LTE has filled all positions except one (Assistant Professor of K6). Since no viable candidates were available the search has been closed and reopened for an Instructor line as a K-6 Generalist. The position will now be advertised as an instructor and hope fill the position by August 15, 2016.

Dr. Kent noted that new faculty orientation is mandatory and must have Provost permission to be absent. The orientation is scheduled for August 15, 2016.

#### b. Staff Searches

Dr. Kent provided an update on the search for the Financial Operation's Specialist position. Interviews are scheduled for this week.

Dr. Kovalski reported the Word Processor position is still in the approval process.

**c. Administrative Search**

Dr. Kent provided an update on the COE Associate Dean position. She announced that Dr. Green has been approved with appointment letter forthcoming and plans to make an official announcement on August 1<sup>st</sup> or by August 15<sup>th</sup>.

**2. Preferred Name Policy/Class Rosters\*:**

Dr. Kent provided a copy of the “Use of Preferred Name” new policy from the Office of the Registrar. The University of South Alabama recognizes that many of its students prefer to be called by a name other than their legal first name. The University will permit current students to identify themselves within the university’s information system with a preferred name in addition to their entire legal name provided that the use of a preferred name is not for the purpose of misrepresentation. Faculty and staff who utilize class rosters will address the student by his/her preferred name. Other use of preferred name will be expanded in the future, except where the use of the legal name is necessitate by university business or legal requirement. This policy may be modified, changed, altered, or rescinded at the discretion of the University. The policy is effective Fall 2016.

**3. Promotion and Tenure Guidelines update:**

The new Promotion and Tenure guidelines will be in effective Fall 2016. The Faculty Senate made final recommendations to the Dean’s Council last week. The main change has to do with procedures. Example: 1) Faculty that are going up for tenure will now get a memo in writing from the chair and will have an opportunity to make any clarification needed; 2) If going up for promotion they can choose to withdraw at this point; 3) Submission process will be electronic and linked to Academic Affairs. Dr. Kent is waiting on official guidelines.

**4. Development (AM):**

Ms. Meyers announced that Dr. Busta, VP of Development/Alumni Relations, is retiring in September. The new interim will be Ms. Margaret Sullivan, currently the Associate Director at MCI.

Ms. Meyers stated this is the first year to award 100% of the dean approved scholarships. Congratulations to Mr. Josh ~~Wooten~~ Wooden and his office staff.

**5. Graduate Studies Update (SS):**

Dr. Susan Santoli provided an update of the Graduate Studies program. She indicated reports of students who have applied, and where they are in the process, will be ~~be~~ generated and sent to the chairs. Chairs will be notified when a student is placed on probation to help troubleshoot when necessary. Dr. Santoli noted problems still exist in the Registrar’s office with slow processing of applications. Dr. Kent will send an email to Mr. Christopher Lynch.

**6. ILC Graduate Student Survey Results\*:**

Dr. Kent provided a handout titled “College of Education Survey Results” from the ILC. Dr. Brenda Litchfield developed a “One Stop Shop” graduate student website for the University which will link to the various colleges and other departments campus-wide.

**7. Convocation (AG):**

Convocation is scheduled for August 15<sup>th</sup> and classes start on the 16<sup>th</sup>. Dr. Green, Mr. Josh Wooden and Ms. Jennifer Simpson are coordinating a COE Convocation party at the COE. The new students will be here at 1:00 to 2:00 pm. Student organizations are encouraged to have a table.

**9. COE Faculty Meeting – Action Required:**

The COE faculty meeting is scheduled for September 1<sup>st</sup> at 3:00 pm. Chairs are requested to give Dana pictures with names of all new faculty and staff by August 25<sup>th</sup>.

**10. Committee Assignments:**

Dr. Kent noted that the chairs received a copy of the committee assignments from this past year. Changes should be noted and submitted back to either Dana or Dr. Kent by August 8<sup>th</sup>. Every faculty should be represented on at least one committee.

**11. Office of Assessment update (SS):**

Dr. Stephanie Stewart provided a handout with an update of the Office of Academic Assessment for TracDat, Livetext, and Foliotek.

**TracDat:** Deadlines – Program Coordinators: August 31  
Department Chairs: Friday, September 9  
Dean's Office / OAA: Wednesday, September 28

Reminders that all current department and program outcomes should be “mapped” to the COE, Academic Affairs, and 5 Strategic Priorities.

**LiveText & Foliotek:**

Summer 2016: New and returning students were informed as to whether or not to purchase Foliotek.

Fall 2016: Communications are scheduled for Fall, when we will have students in both Foliotek and LiveText.

All new students, returning pre-candidacy students, and new Alternative Master's students will purchase a LiveText license (\$115 one-time fee) in Fall 2016. Returning undergraduate candidacy students, current Alternative Master's students, and graduate students in Library Media, Reading, Instructional Leadership, Teacher Leader, and ESOL; ~~and~~ Class A certificate will continue to use Foliotek in Fall 2016.

**12. Other:**

Dr. Kent announced that the University will now have an Honor's College beginning Phase 1 in Fall 2017 and will be fully phased in by Fall 2018. Students will automatically be enrolled with a 3.5 or higher GPA. The Whiddon Honors College will remain an “elite” group within the Honor's College. The goal of the Honor's College is to expand the departmental honors. There will be 3 Tracks: 1) Global Engagement; 2) Pre-Health Profession; 3) STEM Education.

## Minutes of Dean's Administrative Council Meeting – July 25, 2016

The Pillars magazine will now have a standardized format. A page will be designated for each department (HKS, PS, LTE, etc.). Each department chair and divisions will be responsible for submitting a story headline with pictures. The publication goal date is September 2016.

The council was requested to provide vacation and/or conference dates to Dana when you are going to be out.

The meeting adjourned at 11:20 a.m.

The next scheduled meeting is **Monday, August 22, 2016 at 9:30 a.m.**