

## **Dean's Administrative Council**

### **Minutes of Meeting**

**July 16, 2018 at 10:00 a.m.**

**Dean's Conference Room (3619)**

**Members Present:** Dr. Andi Kent, Dean; Dr. John Kovaleski, Associate Dean; Dr. Tres Stefurak, Chair of Counseling and Instructional Sciences; Dr. Susan Santoli, Chair of Leadership and Teacher Education; Dr. Paige Vitulli, Chair of Integrative Studies; Dr. Robert Thompson, Chair of Hospitality and Tourism Management; Mr. Josh Wooden, Director of Academic Advising; Dr. Dennis Campbell, President of the College Faculty Council; and Ms. Aimee Meyers, Development Liaison

Members Absent: Dr. Andre Green, Associate Dean; Dr. Matt Binion, Director of Academic Assessments; Dr. Shelley Holden, Chair, Health, Kinesiology and Sports; Ms. Jennifer Simpson, Director of Field Services

Guest: Ms. Kim Eblen, Associate Director of University Development

Dean Kent called the meeting to order at 10:02 a.m.

### **1. Information Update:**

#### **a. Faculty Searches:**

Dr. Santoli informed the council that LTE currently has one open position (one year 9-month only full-time Elementary Education Instructor/Assistant Professor position). The Education Leadership position has been closed and will be re-opened and advertised again in the fall.

Dr. Kovaleski informed the council that HKS made an offer to a candidate for the Assistant Professor of Physical Education Pedagogy position and was accepted. The new person will start full-time in January 2019 and will also teach adjunct courses in the fall.

Dr. Stefurak reminded the council that Dr. Joe Gaston will start in the fall for the Education Media and Technology position. Dr. Kent will send an email out announcing his arrival.

## Minutes of Dean's Administrative Council Meeting – July 16, 2018

### **b. Days Out (AK):**

Dr. Kent thanked everyone for sending days out to Dana to add to her calendar. This has been immensely helpful.

### **c. Staff Evaluations Due (AK):**

Dr. Kent reminded the council that staff evaluations are due to HR soon and encouraged everyone to complete as soon as possible and turn in to Dana.

### **d. Office of New Student Recruitment Meeting (JK):**

Dr. Kovaleski reminded the chairs of the student recruitment meeting next Monday, July 23 at 8:15 a.m. The meeting will be held in the Student Center in room 212. Thirty minutes has been allocated for our College which gives each person about 6 minutes to speak. He recommended that you bring the cards that Dr. Chilton provided and any other material that would be appropriate for your department.

## **2. Development (AM):**

Ms. Aimee Meyers announced that she and Dr. Thompson will go to New Hampshire next week to meet with Mr. Dave Akridge – President, The Great American Hotel Group for scholarship recruiting and will also host a social event for the College.

Ms. Kim Eblen, Associate Director of University Development, provided an introduction and general overview of her new position and goals. She has now acquired the CEPS as one of her areas and will be working closely with Aimee and the College.

Ms. Meyers provided the following scholarship update:

- Pamela Lynn Patterson Scholarship in education is complete.
- Teacher Education Scholarship is currently in the works and will close out in about 2 weeks.

Dr. Kent noted for the first time in history CEPS is well over our set goal.

## **3. Educator Excellence Scholarship (AK):**

Dr. Kent announced that President Waldrop has approved the Educator Excellence Scholarship. She will send out an email to all faculty shortly regarding this announcement. The Educator Excellence Award is a \$3,000 scholarship and must be completed in 2 years. Dr. Kent asked the chairs to encourage all faculty to be onboard and to work with the program coordinators to help make this a success. She noted the importance of everyone to take ownership and is asking for a recruitment plan from each department. Recruitment and retention are two of the most important things on the agenda this coming year. There will be a huge marketing push for “quality” which will help us stand out over our competitors. Dr. Kent will work with the districts to get the message out.

## **4. Office of Adult Student Services (AK):**

A report has been submitted to the Provost and President for an adult learning center to be housed here in CEPS and will focus on undergraduate adult. The new office will be called the Office of Adult Learner Services and will offer wrap around services for adult students over 25. Dr. Vitulli will be the leader and once the numbers grow there will be a

## Minutes of Dean's Administrative Council Meeting – July 16, 2018

designated person over the office. The Office of Adult Learner Services will guide students and help them navigate the enrollment system.

### 5. **Predatory Publishing (AK):**

Dr. Kent provided two draft handouts titled “*Predatory Publishing*” and “*Research Publication Policy*”. The policies will be added to the handbook under the general research section.

### 6. **Current Fall Enrollment (JW):**

Mr. Josh Wooden provided an update on the current fall enrollment and distributed a handout titled “*CEPS Fall Enrollment as of 7/16/2018.*”

	<b>Fall 2017 (final)</b>	<b>Fall 2018</b>	<b>Difference</b>
UG	1565	1404	-161
GR	503	213	-290
<b>Total</b>	<b>2068</b>	<b>1617</b>	<b>-451</b>

### 7. **Graduate Studies Update (JK):**

Dr. Kovaleski provided an update on the Graduate Studies enrollment and distributed a handout titled “*CEPS Graduate Admission Comparison Fall 2017 – Fall 2018*”.

**As of July 13<sup>th</sup>:**

	<b>Total Applicants</b>	<b>Total Accepted</b>	<b>In Progress</b>	<b>Other</b>
<b>Fall 2018</b>	301	77	179	45
<b>Fall 2017</b>	227	74	131	22

*(See handout for more information)*

Dr. Kovaleski also provided a brief web paging update.

### 8. **State Authorization Reciprocity Agreement (JK):**

Dr. Kovaleski provided the council with a handout titled “*CEPS Spring 2018 Internship Placements*” and gave an update on the State Authorization Reciprocity Agreement. Each College will be asked for internship field placement information for Spring 2018. He noted that this request will most likely be an ongoing requirement.

### 9. **College Committee Assignments (JK):**

Dr. Kovaleski provided the council with a copy of the “*CEPS Faculty Committee Assignments*” and the “*Faculty Council*” lists for 2017-2018. Dr. Dennis Campbell has been re-elected as the Faculty Chair. Replacements for several people will be needed. Chairs are requested to review the list and make sure all faculty, including new faculty, are represented. The student names will need to be reviewed as well. Dr. Kent will need this by August 1<sup>st</sup>.

Dr. Kent noted that the Undergraduate Candidacy Committee is going away.

**10. Budget Discussion (AK):**

Discussed with chairs after meeting.

**11. Other (AK):**

- **September 20<sup>th</sup> – CEPS Faculty Meeting**
- **September 27<sup>th</sup> – President's Town Hall Meeting**
- **December 12<sup>th</sup> – Holiday Potluck Luncheon (TBA)**
- **December 15<sup>th</sup> - Graduation**

The next scheduled meeting is **Monday, August 27, 2018 at 9:30am.**