

Dean's Administrative Council

Minutes of Meeting

March 27, 2017 at 9:30 a.m.

Dean's Conference Room (3619)

Members Present: Dr. Andrea Kent, Dean; Dr. Andre Green, Associate Dean; Dr. John Kovalski, Chair, Health, Kinesiology and Sports; Dr. James Stefurak, Chair of Professional Studies; Dr. Susan Santoli, Interim Chair of LTE/Director of Graduate Studies; Mr. Josh Wooden, Director of Academic Advising; Dr. Evelyn Green, Chair of HTM; and Mrs. Aimee Meyers, Development Liaison.

Guest – Ms. Angela Dunn – USA Development

Dean Kent called the meeting to order at 9:30 a.m. She announced that the new name for the College had been selected and will be announced to everyone shortly before the official press release. We have been given an extension to comply with the change of the new logo due to our name change.

1. Information Update:

a. Faculty Searches –

Dr. Stefurak, Chair of PS reported two qualified candidates scheduled to interview for the Counselor Education position and hopes to have a candidate selected to bring forward as a recommendation within the next 3 weeks.

Dr. Kovalski, Chair of HKS reported one open position in Exercise Science. The search committee has interviewed one candidate and has extended an offer. Currently waiting on an acceptance of the offer from the candidate.

Dr. Kovalski announced that Dr. Steven Pugh is retiring in August 2017. Currently working on paperwork to fill this position.

Dr. Susan Santoli, Interim Chair of LTE reported an offer has been made for the tenure-track Assistant Professor of Education Leadership position. Currently still have a tenure-track Associate Professor of Educational Leadership / Program Coordinator for Educational Leadership position. Paperwork has been submitted for the Assistant Professor of Secondary Science Education position. Dr. Kent reported that the Associate to Full Professor of Education Research/Director of Assessment position is still posted and there are no applicants at this time.

Dr. Andre Green reported one internal candidate will be interviewing April 5th for the department chair position in LTE.

b. Staff Searches

Dr. Kent reported that Melodie Williams is transferring to the Political Science Department. Her last day will be Wednesday, March 19th. John Hedberg will take over her financial responsibilities and Dana will take over room scheduling and timesheet reporting.

c. COE Advisory Council Meeting

Dr. Kent reported that the Advisory Council met Thursday, March 23. Dr. Tres Stefurak and Dr. Amy Upton provided the council with an overview of the Professional Studies department and specifically the counseling program. For future meetings, a different department will be highlighted so the council can become familiar with all the departments. Dr. Johnson also attended the meeting to share about the transitions in the College. The committee is in the process of forming sub-committees within the group. Mr. Rufus Hudson will chair the financial support sub-committee which will target fundraising, etc. Ms. Betty Huff will chair the outreach sub-committee which will target marketing, volunteering, and the Alumni Society. The Advisory Council will meet again in July.

2. Angela Dunn – USA Development :

Ms. Dunn provided the council with two handouts:

- 1) Ways to Give to the University of South Alabama;
- 2) USA Life Insurance Matching Program.

Ms. Dunn provided an overview on different ways you can give to the University. She also discussed the matching life insurance premiums and payroll deductions. The Office of Development plans to have a Lunch & Learn for faculty and staff in the near future.

3. COE Development Update (AM):

Mrs. Meyers reported that she plans to provide a “snapshot” update of what money has been given to the College. She provided a handout titled “*COE Development Report FYTD 2017 October 1, 2016 through March 15, 2017*”. The Development Report summarizes the results of the College of Education’s fundraising activities for fiscal year to-date 2017. The goal for this year for the College of Education is \$200,000.

Other Ongoing Development Activities:

The Employee Annual Campaign
50th Anniversary
Literacy Center
Legacy Society (Planned Giving Program)
Scholarship Banquet in Fall

4. Book Buyer Issue (SS):

Dr. Santoli brought up the issue of book buyers roaming the halls and soliciting faculty to buy their books. Dr. Kent stated that it is against the COE policy to solicit in the building and for faculty to sell their books to these groups. Book buyers should be informed that they cannot solicit our faculty and are not allowed in the building. Dr. Green noted that all doors should be kept locked and shut and not propped open for convenience.

5. Graduate Studies Update (SS):

Thesis and dissertations for print are going away beginning in the fall 2017. There is a new system that the University will be subscribing to where the students will upload their papers. The students through this service will also be able to order copies.

Dr. Santoli will send out an updated list for admissions to the chairs.

6. Faculty Council Update (PV):

Dr. Vitulli announced that the faculty council met on March 21, 2017. They discussed ideas for a year-long 50th Anniversary campaign. She shared some of the ideas with the council.

Dr. Vitulli reported questions regarding the purchasing of LiveText and security in the College of Education. Dr. Kent asked the chairs to come up with a plan for their department to how to exit the building in case of an emergency. Dr. Vitulli mentioned an app called "LiveSafe" you can download on your phone. There was discussion regarding installing auto lock push button locks in all classrooms and offices.

7. Faculty Senate minutes Update (AK)

Dr. Kent reported she will forward future minutes of the faculty senate meetings from our faculty representative to all faculty. Faculty who have any concerns or questions regarding what or how the minutes read can address these issues by contacting their senate representative for further clarification.

8. Declaring Academic Major (JW):

A handout was provided titled "Policy for Declaring an Academic Major"

Declaring an Academic Major, Non-Transfer Students:

Proposal: Students who enter the university as undeclared or in a non-degree granting program who intend to complete a degree at the university must declare a degree granting major by the time they complete 60 credit hours.

There are two exceptions: Students classified as Business Administration students need to declare their major in the College of Business by 75 credit hours. Students majoring in the College of Education need to enter candidacy, which leads to a degree granting major, by 75 credit hours.

9. Summer School (AG)

Rates have slightly increased for faculty:

Undergraduate: \$162 to \$172 per credit hour

Graduate: \$218 to \$232 per credit hour

Tenure-track faculty will be limited to a maximum of two courses to have time to concentrate on scholarships.

Dr. Kovaleski inquired regarding the continuation of the weekend college. Dr. Kent will check and find out.

10. Sabbatical Policy

Dr. Kent provided a handout on the Sabbatical Policy. She reported that Sabbatical Policy is currently being revised in an effort to make it clearer. There is not a change in the policy but a clarification in the verbiage. You can apply in your 6th year and take the sabbatical in your 7th year.

11. Other: (AK)

Deans for Impact – Next Monday and Tuesday (April 3-4) consultants from Deans for Impact are coming for a site visit and will spend time in classrooms, visiting local schools and meeting with a few of our Teacher Education faculty.

The meeting adjourned at 11:00 a.m.

The next scheduled meeting is **Monday, April 24, 2017 at 9:30 a.m.**