

## **Dean's Administrative Council**

### **Minutes of Meeting**

**August 27, 2018 at 9:30 a.m.**

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

**Members Present:** Dr. Andi Kent, Dean; Dr. Andre Green, Associate 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; Dr. Shelley Holden, Chair of Health, Kinesiology and Sports; Dr. Dennis Campbell, President of the College Faculty Council; Dr. Matt Binion, Director of Academic Assessments; Ms. Jennifer Simpson, Director of Field Services; and Ms. Aimee Meyers, Development Liaison

Members Absent: Mr. Josh Wooden, Director of Academic Advising

Dean Kent called the meeting to order at 9:36 a.m.

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

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

Dr. Santoli informed the council that LTE does not have any active searches open. Currently in the process of revising the Education Leadership position and the Elementary Education position (Gaillard's position). Plans are to resubmit request to hire paperwork and post again in the Fall.

Dr. Green informed the council that Mr. John Hedberg, financial operations specialist, has accepted another position and will transfer to the College of Engineering effective September 2. Ms. Charlotte Rogers is currently assuming the responsibilities of the position until a decision has been made. Plans are to post the position in a few weeks through HR.

Dr. Kent announced the decision for the College to hire a marketing person. CEPS will share this full-time position with the College of Arts & Science. The individual will work 20 hours a week for CEPS and 20 hours a week for A&S. Mr. Mike Haskins will develop the ad and a search committee will be formed to review the applications and narrow it down to 3-5 candidates.

Dr. Kent announced to the council that due to student enrollment numbers being down again this year the University is implementing a 2% budget cut across the board with all colleges and departments including both the student and academic side.

**b. Fall Faculty Meeting and Town Hall (AK):**

Dr. Kent reminded the council that the Fall Faculty Meeting is scheduled for Thursday, September 20<sup>th</sup> from 3:00-5:00 p.m.; and the President's Town Hall Meeting on Thursday, September 27<sup>th</sup> from 3:30 – 4:30pm.

Dr. Kent also noted that the President, Vice President, and Provost will be doing a "Walk Thru – Meet & Greet" on January 3, 2019 from 3:00 – 5:00 p.m. More information will be forthcoming.

**c. Educator Excellence Scholarship (AK):**

The Provost has asked for projected numbers for the next 3 years. Dr. Kent is working on preparing this information for him.

Dr. Vitulli and Dr. Kent will be meeting with Mike Haskins tomorrow, August 28<sup>th</sup> regarding marketing materials for the Educator Excellence Scholarship program as well as the Office of Adult Learner Services. Dr. Kent requested the help of the chairs and faculty to increase enrollment. She is looking for faculty to go to 1 or 2 schools to help get the word out. Dr. Kent will coordinate with the school principals.

**d. Office of Adult Learner Services (PV):**

Dr. Vitulli provided an update to the council. The Office of Adult Learner Services will service the whole university. She has met with others across the university such as Admissions, Financial Aid, and Veteran Affairs, etc. The purpose of the office is to support the students who come in and are overwhelmed by the admissions process (navigating the website, etc.). Other areas of service include:

- One Stop Shopping
- Knowledge and Resources
- After Hours Availability (Face to Face)
- Support for Online Students

**e. AY 18 – 19 Committees (AK):**

Dr. Kent asked the chairs to share the new committees with faculty.

**f. United Way (AK):**

The United Way Campaign will kick-off this week. Ms. Dana Burluson and Ms. Glenda Carpenter are our representatives for the College. More information will be coming out soon.

**2. Departmental Faculty Meetings (AK):**

Dr. Kent requested that the chairs notify her of when their first faculty meeting will be so that she can come and speak.

**Recruitment and Retention Efforts (AK):**

Dr. Kent noted there is a huge emphasis being placed on recruitment and retention efforts. CEPS will have an Open House October 4<sup>th</sup> from 4:00 – 6:30 PM. Radio ads, email blast, etc. will be sent out to promote the event. This is a college-wide effort and everyone is needed to help get the message out. Departments will be responsible to get the word out for their programs. Dr. Kent emphasized to the chairs the need to develop and share their department recruitment and retention plan with their faculty.

**3. Syllabus Statement – Mental Health \* (AK):**

Dr. Kent provided the council with a handout titled “Syllabus Statement – Mental Health” in draft form. The new president of SGA presented a statement to the Dean’s Council advocating for the statement in the handout to be included in the course syllabus. The council proposed a tab on the website for students to click on to find more information and resources. A decision has not yet been made.

**4. Customer Service Training (AK):**

The university is implementing a new customer service training initiative campus-wide for front-line staff (secretaries, etc.). Dr. Kent will be calling a meeting with front-line staff to communicate with them what the training is all about. This training is not required but highly encouraged. There will be several levels of training with other departments and employees as well through-out the training implementation. Dr. Robert Thompson has been asked to assist from the Department of Hospitality and Tourism Management.

**5. General Student Complaints Reporting and Records Maintenance Policy (AK/MB):**

Dr. Kent provided the council with a handout titled “USA General Student Complaints Reporting and Records Maintenance Policy” effective date August 15, 2018. The federal law mandates that we maintain a log/record of all student complaints received in writing to include electronic methods of communication (e.g. email). Students must provide a written description of the complaint, including the date and time of the event, the person or group with whom the student has the complaint, and the names of any witnesses.

This policy does not override policies that govern Sexual Harassment and Sexual Violence Complaints, Final Grade Grievances, or Student Academic Conduct as each of these policies has its own requirements for maintenance of records.

Dr. Matt Binion will update the spreadsheet/form which must be turned in to the Office of Institutional Effectiveness at the end of each semester.

Information about general student complaints can be found at:

<http://www.southalabama.edu/departments/studentaffairs/grievances.html#general>

**6. Graduate Studies Update (JK):**

The committee has revised the graduate admission requirement for 2019. The portals for admissions open tomorrow for 2019 admission.

Alla is updating the web pages. Dr. Kovaleski will contact the chairs in the next few days to review each department’s website page information for accuracy.

The Office of Institutional Research is now asking for the number of intern placements by state for each program.

Dr. Kovaleski will attend the Alabama Connection - 24<sup>th</sup> Annual Graduate & Professional School Recruitment Fair in the following cities:

Tuscaloosa – October 1

Huntsville – October 2

Montgomery – October 3

Mobile – October 4

The chairs are encouraged to provide Dr. Kovaleski with promotion materials (e.g. rack cards/brochures) to help promote the department's programs.

**7. Development Update (AM):**

- Extra Yardage for Teachers is coming up Saturday, September 15<sup>th</sup> at 6:00 p.m. The tailgate party will be held in the normal CEPS tailgate location. The Office of Development will purchase a tent and the food. Emails have already been sent out to all public and private schools for the contest (gift cards). Everyone gets two complimentary tickets to the game. Ms. Meyers has extra tickets at the 50-yard line, parking pass, and VIP tent access for potential donors.
- Stadium Talk – Development is working with Athletics to create a streamline GoFundMe account for the new stadium.
- Scholarships – The Nancy Gaillard Love for Teaching Scholarship has been created for a graduate program. The scholarship has already received \$5,394 in gifts.

**8. Other (AK):**

- Tenure & Promotion (JK) - Dr. Kovaleski noted that Tenure & Promotion has started. We have two departments with 3 faculty going up. Dr. Kovaleski also noted there is an issue with finding good quality outside reviewers.
- Office of Assessment (MB) – Dr. Binion provided an update to the council.
  - CAEP - 3 of 5 drafts have been completed.
  - LiveText issues/questions should be directed to Dr. Binion. Implementing advanced program in LiveText by end of year for (Fall 2019).
  - TracDat – must be 100% complete by September 21<sup>st</sup> deadline.
- Dr. Green Update:
  - New Infocaster screens have been installed in the front lobby and back lounge area. One system will control and run all screens including HKS. All update information/slides should currently go to Alla then will transition to Robin.
  - TBL Room is up & running and available by reservation only. Encourage faculty to sign-up and reserve.
  - COLLAB – opening next week. Students can use at any time. No class scheduling for now.
  - Resource Room – opening next week for students in the CEPS. Currently being funded by student fee money.
  - Student Lab – checkout processes starting soon (iPad, etc.). Extended hours are open on Sunday from 2-6pm only. Labs are now closed on Saturday.
  - Posters have been taken down in the back area. “Neat” ideas for the area is open for suggestion. Send all suggestions to Dr. Green.
  - Dr. Green will send email to all faculty.

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- Scott to meet with each faculty member for technology needs and building issues. Let Scott know if you currently have any needs or issues that need to be addressed.

**9. Chairs and Associate Deans Meeting (AK):**

The next scheduled meeting is **Monday, September 24, 2018 at 9:30am.**