

Minutes
Dean's Administrative Council
College of Education
UCOM 3619
10:00am – 12:00pm, July 1, 2013

Members present: Dr. Richard L. Hayes, Dean; Dr. Phillip Feldman, Assoc Dean; Dr. Harold Dodge, Chair, Leadership and Teacher Educ.; Dr. Abigail Baxter, Director Graduate Studies; Dr. Jim Van Haneghan, Director of Assessment and Evaluation; Dr. Wanda Maulding, Director of Accreditation; Dr. Andrea Kent, Director of Field Services; Dr. Peggy Delmas, Director of Student Advising; Aimee Meyers, Development Specialist; Dr. Christopher Keshock, Assoc Professor, Health, Physical Education and Leisure Studies; Dr. John Kovaleski, Chair Health, Physical Education and Leisure Studies; Dr. Brenda Litchfield, Interim Chair Professional Studies

Dean Hayes called meeting to order at 10:00am

1. Information Update:

- A. Faculty Searches –
 1. Professional Studies hired 2 new faculty for Counselor Education, Interview 2 candidates for Educational Media Position
 2. Health, Physical Education and Leisure Studies interviewed 1 candidate who has declined in order to finish her degree. Search committee looked at other candidates who did not meet all criteria. Request to re-open search for Therapeutic Recreation if approved by SVPAA
- B. Staff Searches –
 1. Vicky Burt is taking position as Placement Coordinator in Field Services
 2. Replacement requisition has been sent to SVPAA to open Vicky's position in Student Services for Academic Record Specialist
 3. Regina McCreary last day will be July 5th ; her replacement requisition has also been sent to SVPAA for approval to open Financial Operation Specialist position
 4. Sally Jarvis is new Academic Advisor in Student Advising
- C. Summer Enrollment – Students are taking more credit hours, but fewer students are taking courses, both in the College of Education and campus wide.

2. USA Response to SACS:

- Dr. Wanda Maulding thanked everyone for all the helpful information to reply to SACS. Response will go forward effective Aug 1, 2013.

3. Tract Dat Reporting

- Chairs report that entries are on schedule and will meet deadline for completion.

4. Common Read Program

- Voluntarily reading for Fall Semester, book/dvd available in the bookstore.

5. Draft Enrollment Improvement Plan:

- Administrators completed rating of different strategies aimed at helping better COE enrollment. Results will be entered into SurveyMonkey for subsequent presentation and analysis.

6. Credit Hour Reduction:

- In response to University change in graduation policy reducing to 120 credit hours the number required to graduate, department chairs have been directed to review their programs and recommend areas for potential reduction in undergraduate hours.

7. AQTS-Standards and Indicators:

- Move to 39 indicators is under review by ALSDE and potential curricular changes for placement and assessment of standards is being undertaken by Dean and Dr. Maulding.

8. Administrative Re-Organization

- Awaiting final approval from Dr. Johnson.

9. Innovative Program Request

- Proposed 30-hour master's program leading to B certificate has been sent to ALSDE for review and approval.

10. Draft Visiting Scholars Program Application form

- In response to increasing requests from international scholars wishing to conduct research at USA, the request has been made to develop a standard application that may be used to inform scholars seeking support from the COE. Dean Hayes and Dr. Peggy Delmas will work together on developing an application form for review.

11. Response to NCTQ

- Dean Hayes provided copies of two responses he has made regarding the recent "NCTQ study" for discussion and future response to public requests regarding the report and its rating of the USA College of Education.

Dean's Council was adjourned at 12:00 p.m.