

**Minutes**  
**Dean's Administrative Council**  
**College of Education**  
**University of South Alabama**  
**UCOM 3619**  
**10:00 a.m. – 12:00 p.m., October 6, 2008**

**Members Present:** Dr. Richard L. Hayes, Dean; Dr. Thomas L. Chilton, Associate Dean; Dr. Phillip Feldman, Associate Dean; Dr. Frederick Scaffidi, Chair, Health, Physical Education, and Leisure Studies; Dr. Harold Dodge, Interim Chair, Leadership and Teacher Education; Dr. Charles Guest, Chair, Professional Studies; Dr. James Van Haneghan, Director, Assessment and Evaluation; Dr. Abigail Baxter, Director, Graduate Studies and Research; Dr. Andrea Kent, Director, Field Services; and Dr. Kathy Westbrook, COE Faculty Senate representative. Members absent: Dr. Peggy Delmas, Director, Student Advising.

Dean Hayes called the meeting to order at 10:05 a.m.

**1. Information Update**

- a. Dean Hayes provided a copy of the Fall 2008 Advisor Assignment Report.
- b. An updated version (June 2008) of the State Allowable and Unallowable Expenditure Summary was distributed. Dean Hayes emphasized the necessity of adhering strictly to the guidelines, especially in light of the current budget situation.
- c. The newest version of the COE's *Facts on File* was provided. Faculty are encouraged to use this piece as a marketing tool by distributing it throughout the academic and business communities.
- d. A copy of the telephone list external/internal display was provided, which indicates how a person's caller ID would read when receiving a call from offices within the COE (UCOM only). Dean Hayes asked all departments to review and submit requested changes to Dr. Chilton.
- e. The Overview of Sponsored Activity report was provided. Only the College of Medicine out ranked the College of Education in grant activity university-wide. Dean Hayes indicated that overall the COE was (1) on target with grant activity and expectations, (2) could improve the percentage of reimbursed funds to the college, and (3) should encourage and support the efforts of faculty who are in the best position to secure grant awards.
- f. Beginning Spring semester 2009, background checks are required for all new faculty (full and part time). A completed and signed Background Investigation Prospective Employment Agreement form must accompany all files forwarded to Academic Affairs for review.

**2. TracDat Re-training**

At the request of Dean Hayes, each department reported on the status of TracDat relative to the SACs review. Chairs will continue to collaborate with one another in developing entries.

**3. Strategic Planning Retreat**

The Mission Statement of the University was recently updated to encompass a more global perspective. There was discussion on how best to review the COE Mission Statement, Vision and Goals to more closely align it with the University's updated global philosophy. Dean Hayes will form a "task force" for this purpose.

**4. Transfer Student Data**

A profile of Transfer Students Admitted from 1999 to 2003 (prepared by Institutional Research) was distributed. Dr. Van Haneghan discussed general statistics relative to the COE, which included:

- 17% of students majoring in Education were transfer students
- 48.8% of these transfer students majoring in Education graduated by Spring 2008
- Transfer students majoring in Education had a :
  - Mean age - 24
  - Mean ACT score - 19
  - Transfer GPA - 2.9, Final GPA - 2.8 and Graduating GPA - 3.3

Data and statistics, not contained in this report, may be requested of the Office of Institutional Research, Planning and Assessment by sending an email to Dr. Van Haneghan specifying the desired information and analysis.

## **5. Professional Pathways to Support Quality Teaching In Alabama**

Dean Hayes distributed a copy of the *Professional Pathways to Support Quality Teaching In Alabama*. This proposed document provides a snapshot of professional growth opportunities and career pathways for classroom teachers in the State of Alabama. More information will be provided as the proposal evolves.

## **6. Behavior Assessment Team**

Dean Hayes distributed a copy of the recently published University Behavior Assessment Team Protocol. The purpose of this protocol is to develop a responsive system and coordination of problem identification and problem solving within the University. The team consists of the VP for Student Affairs, the University Attorney, the University Chief of Police and the Director of Counseling. The University Community as a whole is expected to report behavior deemed to be “unusual, disruptive or possibly harmful” to appropriate authorities on campus. Faculty and staff who are uncertain what steps to take in a specific instance should consult a department chair and/or one of the deans for additional information and/or discussion.

## **7. Higher Education Opportunity Act**

The summary of the Higher Education Opportunity Act was distributed, which identifies grant and funding opportunities on campus. Faculty interested in learning more may contact Dr. Feldman and/or attend one of two scheduled meetings:

- October 10<sup>th</sup>, 9:30 am, UCOM 3906 or
- October 16<sup>th</sup>, 3:00 pm, UCOM 3901

## **8. Teacher Preparation Programs Field Services Manual**

Dr. Kent reported that there have been two meetings with program coordinators and the manual is still in progress but that it would be completed by the end of the fall semester.

With there being no further business, the meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Kathy Beck  
Recorder