

Dean's Administrative Council

Minutes of Meeting

October 30, 2017 at 9:30 a.m.

Dean's Conference Room (3619)

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

Absent Members: Ms. Jennifer Simpson, Director of Field Services

Guest: Ms. Joy Washington, Associate Director, Marketing and Communications

Dean Kent called the meeting to order at 9:30 a.m.

1. Information Update:

a. Faculty Searches –

Dr. Kovaleski reported one tenure track assistant to associate professor position open in Physical Education Pedagogy for Health, Kinesiology and Sports. An on-campus interview is currently scheduled with a candidate this week.

Dr. Stefurak reported one tenure track assistant professor of education media and technology position open in CINS. Three candidates were selected to interview for the position. Two interviews have already been completed. The final third interview is scheduled for Wednesday of this week.

Dr. Santoli reported that the tenure track associate professor of education leadership and program coordinator in LTE was closed due to lack of qualified candidates. The position has been resubmitted to Academic Affairs to post for an assistant to associate professor. Once approved by Academic Affairs the position will be posted.

Dr. Santoli reported that LTE will submit paperwork to hire a temporary full-time instructor for the spring 2018 semester only to help with faculty load during Dr. Galliard's absence. Once paperwork has been approved by Academic Affairs a search will be conducted.

Dr. Kent announced that approval has been received to hire a second associate dean. The position will be an internal post only. An email announcement went out to all faculty this morning.

b. Staff Searches (AK):

No current searches.

Dr. Stefurak announced that an internal search will be posted for the Secretary V position to move Mrs. Gail McLean over to the position.

Dr. Green noted that the graduate assistant for marketing and social media resigned. The position will be filled once a new student has been identified.

c. The Pillars (AK) –

The Pillars magazine is out but only 100 copies have been printed. Each department chair will be given one hard copy book for display in your department. Copies have been sent to all the CEPS Honorees, Advisory Council and Board of Trustees. Dr. Alla Zakharova is currently working to add to the website and will be downloadable from the CEPS website.

d. Website Design Project (TS) –

Dr. Stefurak provided an update on the status of the CEPS website project. The new draft of the home page is ready for Dr. Kent's review and feedback.

The current Website Component (Milestone) and Deadlines:

CEPS Homepage	December 30, 2017
Social Media	February 28, 2018
Ancillary Units	May 30, 2018
Departments	July 30, 2018
Sustainability Plan	August 30, 2018

Plans are to hire Mr. Kittrell as the photographer to conduct a 4 hour "staged" photography session both inside and outside.

2. Marketing – Joy Washington

Ms. Joy Washington provided the council with an overview of the media relations and marketing services available and how they can assist us in publicizing and promoting events. The USA Office of Marketing and Communications leads the planning, creation and implementation of the University's marketing, publications, and media and public relations initiatives, and is responsible for USA's brand management goals, standards and processes. For more information about their services contact the Office of Marketing and Communications at 251-460-6211 or email at marcomm@southalabama.edu. You can visit their website at www.southalabama.edu/marcomm and/or download the USA Brand Guidelines by clicking the link below:

http://southalabama.edu/departments/publicrelations/brand/resources/usa_brand_guidelines.pdf

Dr. Chilton is currently working on a CEPS brochure template which can be use by each department. Chairs should get with Dr. Chilton for more information.

3. Faculty Council (DC) -

Dr. Campbell noted that turnout was low for the last faculty meeting which was held on September 28 after the President's Townhall meeting. The faculty will meet one more time this semester.

4. I-Corps @ USA (AK) -

Dr. Kent provided a handout titled *I-Corps @ USA Create / Innovate / Collaborate / Educate*. Innovation Corps (I-Corps) is a National Science Foundation (NSF) program that helps to grow and sustain the national innovation ecosystem. Through I-Corps, participants learn to identify valuable product opportunities that can emerge from academic research, and gain skills in entrepreneurship through training. USA was awarded an I-Corps Site grant in 2017. Chairs are encouraged to provide the information to faculty. For more information contact Dr. Michael Chambers, Office of Research Innovation, icorps@southalabama.edu or 460-6333.

5. Annual Response Rate for Student Evals (AK) –

Dr. Kent provided a handout titled *Annual Response Rate for Student Evals*. In order to provide the university community with the ability to assess the response rates of student teacher evaluations, the Office of Institutional Effectiveness provides an annual response rate report by College and Department. The report show that last year our response rate decreased. The College of Nursing has held the highest response rate due to evaluations being a course requirement. We need to find solutions to help raise our student response rate. Dr. Kent asked the chairs to encourage their faculty to remind students to complete faculty evaluations.

6. Grant Program Update (AG) –

Dr. Green provided an update on the grant program. Faculty received information on the grant program rollout last week.

- **Research Development Grants (RDG)** – The Research Development Grant is intended to support and encourage faculty members to develop strong programs of research that show potential to compete for external funding to advance their scholarly activity and mission of the college.

Awards – the College allocated \$12,000 per year (maximum) in support of this program, with a maximum award limit of \$2,500 per RDG submission.

- **Research Support Grant (RSG)** – The goal of the Research Support Grant program is to support the development of strong programs of research and creative scholarship by faculty members throughout the College.

Awards – The College allocated \$3,000 per year to support this program, with a maximum award limit of \$500 per RSG submission.

All researchers receiving funding will be required to present the findings of their research at the USA Faculty Development Council's Annual Research Forum or the South Alabama Conference on Teaching and Learning.

7. Development Update (AM) –

- CEPS has two new endowments (Charles and Virginia Thompson Endowed Scholarship in Hospitality, and the McKibbon Hospitality Leadership Scholarship); one other endowment is in the pipeline with two other possibilities.
- Dr. Kent and Ms. Meyers attended the Golden Jaguar Dinner which was held for the first graduating class in which all but one had received an education degree.
- The mailer went out to 2500 alumni and as of today the College has received \$350.
- Development will reprint more of The Pillars for our community outreach.
- Other events – The World Food Championship for the HTM Scholarship will be held on November 12th; The Mobile Area Lodging Association (MALA) was held on October 12th and raised \$6,500 for the MALA Scholarship; The Knights of Columbus held a shrimp boil at the Grand Mariner Marina on October 28th and proceeds will go to support Passage USA program for young adults with intellectual disabilities.

8. Graduate Studies Update (SS) –

10/20/16 – 108 applications for Spring 2017

10/30/17 – 172 applications for Spring 2018*

- * Are at various stages of the application process. Only 9 have actually paid.
- Jamie or Admissions can now upload transcripts.
- Coupons will be issued to students who need to push application from spring to summer so students will not have to pay twice.

Jamie's concerns:

- Still do not know exactly what the flow will be.
- Only one applicant has a completed file.
- Takes very long time to get an answer through UniCas Liaison.

Need from each department chair the names of reviewers for each program. Please submit names directly to Jamie Lett.

Angela Rand (Cabell's) was scheduled to come for a follow-up but due to low faculty response the meeting will be canceled per Dr. Santoli.

LTE is looking for a good graduate assistant for the spring 2018 semester.

9. Advising Center/Student Services Update (JW) –

- 70% of the students that came in to see an advisor, as a result of our earlier campaign, at mid-term have over a 2.0 GPA.
- Josh will provide the old paper version of the bulletin and he will put it into a digital format.

10. Other – Commencement and Graduation Reception (AK)

- Due to the rising cost of Aramark, we will only serve cake and punch at the student graduation reception. Dr. Kent asked chairs to pass the word on to the faculty.
- Jagtran will still run but will not be specially allocated for our College. It should run as normal like it will throughout the campus.

Assessments – (MB)

- Title II information to go out next week.
- Started CAEP committee for accreditation purposes.
- Working with graduate student scoring rubrics for portfolio and will recommend changes for next semester.

The next scheduled meeting is **Monday, November 27, 2017 at 9:30 a.m.**