

Dean's Administrative Council

Minutes of Meeting

February 26, 2018 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; Ms. Jennifer Simpson, Director of Field Services

Members Absent: Mrs. Aimee Meyers, Development Liaison

Guest: Dean Harold Pardue, Academic Affairs

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

1. Information Update:

a. Faculty Searches:

Dr. Kovaleski informed the council that the Physical Education Pedagogy position will be re-advertised. Currently working on changing the wording.

Dr. Stefurak informed the council that the Education Media and Technology position has been reposted as a non-tenure track assistant professor. Dana will check with Paula on how long we have to allow the ad to post. The ad was posted locally.

Dr. Santoli informed the council that the Education Leadership position in LTE has been posted as a "open rank" position. The search committee has reviewed the applications and identified a couple of candidates to interview via Skype. Dr. Benterah Morton has been appointed to replace Dr. Ron Styron as chair of the committee.

Dr. Kent announced to the council that the CEPS will begin internal searches to fill three open chair positions in Health, Kinesiology and Sport, Integrative Studies, and Hospitality & Tourism Management. Dana will begin paperwork and submit to Academic Affairs for approval. Once approved the positions will be posted internally.

b. **Staff Searches (AK):** N/A

c. **Website Design Project (TS):**

Dr. Stefurak provided an update on the website design project. The committee is meeting today to review the 1st draft. Still looking for a central graphic for the home page. The next step will be to move to the department levels.

2. **Graduate Studies: Dean Harold Pardue**

Dean Harold Pardue provided the council with an update regarding GPAs:

- For auditing purposes, whatever the College rules are we just have to comply. What they are is not the issues, it's being sure that we comply with them.
- GPA requirement is being pushed back to the Units to be determined. The Grad School will not have a minimum. Once the GPA policy is established it must be published internally. The new policy will be effective fall 2018 and will be changed in the bulletin on the next cycle.
- Dr. Kent will provide the Graduate School with a memo stating the CEPS GPS requirements for the College.

3. **University Policies that Impact our Unit (AK):**

Dr. Kent asked the council to provide her with samples of policies for our college, in each department, that cuts across or follows University policy (i.e. GPA for Graduate School, Tenure and Promotion, and SARA). The University is in the process of obtaining special software through which all policies will have to be formatted.

4. **Faculty Council (DC):**

The faculty council will be meeting this Wednesday, February 28.

5. **Office of Assessment Update (MB)**

Dr. Binion provided an update of the Office of Assessment.

- Currently updating the language for our mission/vision statements on all our college documents. He will send out a copy for your review by the end of the week. Comments and/or suggestions are welcomed.
- The Assessment Committee met last week. Note: We are one year out for CAEP.

6. **Development Update (AM):** N/A

7. **Graduate Studies Update (SS):**

Dr. Santoli distributed a handout regarding enrollment/app figures:

- **As of Feb 26, 2018**
201910 (Fall 2018) Total applications = **102*** (1 accepted)
(11 – Committee Assign. To be reviewed), 90 have not paid app fee yet.
201810 (Fall 2017) Total applications = 38 (3 accepted)

201830 (Summer 2018) Total applications = **102*** (3 accepted) 3 Committee Assign. To be reviewed), 96 have not paid app fee yet.

** note Jamie cannot see which semester they are applying for until they are accepted.*

201730 (Summer 2017) Total applications = 92 (2 accepted)

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- Recommendation from council to require students to pay application fee (\$50) upfront.
- Program Coordinator to follow up, along with Jamie, with students. Program Coordinators should get with Jamie for list.
- Dr. Kent noted we need handouts for recruiting purposes from each department.

8. Advising Center/Student Services Update (JW):

Mr. Wooden provided a handout to the council titled “CEPS Advising Center – Fall 2017 Summary Report – 8/16/2017 – 1/5/2018”.

- Honors and Awards is scheduled for March 22. Bios need to be in to Anita by Thursday, March 1.
- USA Day is this coming weekend, Saturday, March 3.
- Bulletin revisions due by Friday, March 2.
- Student Scholarships are due Thursday, March 1.
- CHIP folders – Team Google drive timeline goal is set for August 1.

9. Faculty Awards (AG):

Dr. Green announced that the faculty award program will be reformatted. More information will go out this Wednesday.

10. Other:

Dr. Kent announced that we are doing more with Global Engagement. HTM is bringing 9 students to Italy the end of May-June for a 6-hour credit course.

Dr. Kovaleski noted that Dr. Keshock is taking about 10 students with him to Australia this summer/fall through the Event Management of Sport Management for the World Boys Baseball Championship.

Dr. Kent announced that 2 students from Brazil will be here this week for a couple months on a special project. Dr. Susan Martin will be working with these students. Afterwards, 2 of our students will go back with them to Brazil for the summer term. The four students will work together on the project over here and will carry it out over there when they go back to Brazil.

Dr. Rick Carter is working with a group from Indonesia for a Hospitality & Tourism group to come over here for training. Dr. Thompson put together a proposal for Dr. Carter and is currently in the works.

The next scheduled meeting is **Monday, March 26, 2018 at 9:30 a.m.**