

Dean's Administrative Council

Minutes of Meeting

November 18, 2019 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. Susan Santoli, Chair of Leadership and Teacher Education; Dr. Tres Stefurak, Chair of Counseling and Instructional Sciences; Dr. Robert Thompson, Chair of Hospitality and Tourism Management; Dr. Shelley Holden, Chair, Health, Kinesiology and Sports; Dr. Paige Vitulli, Chair of Integrative Studies; Dr. Ron Styron, College Faculty Council; Dr. Matt Binion, Director of Academic Assessments; Mr. Josh Wooden, Director of Academic Advising, and Amber Day, Assistant Marketing Director

Members Absent: Ms. Jennifer Simpson, Director of Field Services; Ms. Aimee Meyers, Development Liaison

Dean Kent called the meeting to order at 9:30 a.m. and welcomed Ms. Amber Day the new assistant marketing director.

1. Information Update:

a. Faculty/Staff Searches:

Dr. Stefurak (CINS): CINS has one open full-time, tenure track position for an Assistant Professor of Clinical Mental Health Counseling. The search committee has identified 3 candidates to proceed further with interviews. Dr. Stefurak will review and submit a recommendation to the Dean by tomorrow.

b. Raises (AK):

- Bi-weekly employees will be notified today, November 18.
- Faculty will be notified on November 25th with an official letter.
- Staff will automatically be given a 3% across the board increase.

2. Budget Cuts (AK):

Budget cuts for CEPS this year will be 1.56% = \$150,000 to be permanently removed. Academic Affairs is taking a 3.92% cut. Cuts were based on the credit hour production

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from Fall 2016 – Fall 2019. CEPS was down 1,557 credit hours during that time period which totaled one million, sixty-one thousand dollars (\$1,061,000).

3. Marketing and Communication Update (AD):

Ms. Day distributed a hand out titled “CEPS Marketing and Communications Update”.

- Streamlining communication and utilizing other marketing strategies by tapping into potential students and reaching out to alumni is very important.
- Monthly eNewsletter to be sent to CEPS alumni, current students, faculty/staff, USA Admin, CEPS Board, and prospective student op-in from USA website.
- Email content for December newsletter by this Thursday, November 21.
- Events Calendar to populate on CEPS Homepage.
- Create your event as an official event on Facebook through your page and CEPS can share.
- Utilizing USA brand standards in flyers, brochures, promotional materials.
- Build social media presence (Facebook and Twitter).
- Stall News – small version of monthly eNewsletter to be printed and put in stalls of CEPS bathrooms.

4. Grants and Contracts Update (AG):

The internal grant competition deadline is today or tomorrow. CEPS is currently #1 within the University in the area of grants and contracts at \$11,713.509.13.

5. Graduate Studies Update (JK):

Dr. Kovaleski provided the following admissions update and handout titled “Graduate Admissions Update”:

As of 11/15/19	2019	2018 (11/15/18)
Total All Applicants for Spring	116	126* this may include IP applicants after this date
In Progress	77	81* this may include applicants after this date
Received	39	44
Accepted	34	31

In Progress – started application, but have not paid the fee (emails sent to all IN PROGRESS applicants to contact Jamie for any help).

Received – paid the application fee and under consideration.

Accepted – complete file and entered in Banner.

Graduation Attendee Update

College Ceremony Candidates

11/15/2019	Doctoral	Master’s	Bachelor’s	Total
CINS	1	4	1	6
HKS	0	8	45	53
HTM	0	0	6	6
INGS	0	0	22	22
LTE	6	16	47	69
Total	7	28	121	156

The Graduate School will be rolling out a new category for GA’s by next fall. Working to offer health insurance for GA’s and will start with that one category and then filtered down to all GA’s in the University.

Chairs:

- When creating a certificate program keep in mind there are guidelines in Academic Affairs that will need to be followed. The policy is from 2011.
- Please provide Dr. Kovaleski an approximate number of faculty attendance count for the graduation ceremony for stage seating.

6. Office of Assessment Update (MB):

Dr. Matt Binion provided the following update:

- CAEP report due this week. We will have 60 days to respond which does include the holidays.
- State will provide teacher impact data on our completers.
 - We will have to do a better job of keeping track not only of our teachers but their TCH numbers.

7. Advising and Certification Update (JW):

Josh Wooden provided the following update:

- The Advising Center is in week two of the “Not Yet Registered Campaign”.
- Certification – working with the secondary programs to work on our resubmissions then will be moving on to other programs.

8. Development Update (AM): N/A

9. Faculty Council Update (YG):

Dr. Styron noted that faculty have been very positive regarding bringing courses online but a little nervous about training. Need to develop some type of training program for them (Graduate Programs).

10. Renovations Update (AG):

- All the computers in the pc labs have been replaced. All computers in the classrooms (LTE/HKS) have been replaced with the ones from the pc labs.

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- Contract has been signed to have all the flooring in the red carpet classrooms replaced during the holidays.
- Working on a new design for our classroom podiums.

11. Other (AK):

- Alumni Center will open in January 2020.
- The USA men's basketball team is slated to be the SunBelt Champions. Go support them whenever you have a free night. The team has received a lot of national attention.
- ***Save The Date*** – December 11 for the CEPS Holiday Potluck Luncheon at HKS. Each department should put out a sign-up sheet for food. After Thanksgiving we will send out a reminder.
- The CEPS edTPA scores are at 97% completer rating.
- Student Leaders United will be hosting a professionalism seminar on November 25 in conjunction with Career Services between 11:45 – 1:15.
- Congratulations to the following faculty who were honored at the Sally Steadman Azalea Chapter of the Mortar Board Society "Top Prof" dinner: ***Dr. Kelly Byrd, LTE; Mrs. Dianna Carlin, HKS; Dr. Geoffrey Hudson, HKS; Ms. Susan Montgomery, HKS, and Dr. Neil Schwarz, HKS.***
- Bob Charlebois, Director of OALS has started and on his second week.
- Kudos to HTM and The Alliance for receiving the Visit Mobile Award.
- January 9 a celebration luncheon in 3901 Dr. Hulon and Rachel Broadhead.
- College Ceremony – December 13 at 7pm at the Mitchell Center.
- University Graduation Ceremony – December 14.
- ***Next DAC meetings*** are scheduled for: December 16, January 27, February 10, March 23, April 27, June 1, and July 20.

The next scheduled meeting is **Monday, December 16, 2019 at 9:30am.**