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Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619
10:00 AM – Noon, July 26, 2010

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Members Present: Dr. Richard L. Hayes, Dean; Dr. Thomas L. Chilton, Associate Dean; Dr. Phillip Feldman, Associate Dean; Dr. Charles Guest, Chair, Professional Studies; Dr. Abigail Baxter, Director, Graduate Studies and Research; Dr. Peggy Delmas, Director, Student Advising; Dr. James Van Haneghan, Director, Assessment and Evaluation; Dr. Andrea Kent, Director, Field Services; Tres Stefurak, COE Faculty Council Representative; Dr. Agnes Smith, Associate Professor, Leadership and Teacher Education. Absent Members: Dr. Harold Dodge, Interim Chair, Leadership and Teacher Education and Dr. Frederick Scaffidi, Chair, Health, Physical Education, and Leisure Studies.

Dean Hayes called the meeting to order at 10:00 a.m.

1. **Information Update**
    a. **Faculty Searches –** Searches are in progress for three positions: LTE Chair, Counseling Psychologist, and Exercise Science and Coaching. A policy needs to be developed to keep all unsolicited applications on file for 90 days as well as to acknowledge each submission.
    b. **Advising Assignments** for the summer of 2010 – Report Provided.
    c.   **Summer Enrollment** – Dr. Chilton stated enrollments were up 113 in comparison to the 2009 summer enrollment.
    d. **COE Faculty and Staff Fall 2010** – A report was provided indicating that the number of deans, faculty and staff in the College of Education remains at 62 or the same as last year. All budget categories are tied to the number of faculty.
2. **Trac Dat Review –** Tabled until the next DAC meeting scheduled for August 30th.
3. **Excellence in Clinical Supervision –** Dean Hayes announced and provided written guidelines for a new teaching award in the College of Education. The award will be presented annually to recognize adjunct faculty, cooperative teachers, or student mentors who have played a critical role in supervision of the professional development of our students at the graduate or undergraduate lesi   (r)-7 bdyive-2 (e0(of) (t)-2 95 0 This wording has been changed in an effort to eliminate the paper copies now being distributed. A "boiler plate" syllabus to include policies affecting all courses will be developed and posted to the College of Education's website. A more detailed standard format should be made available to students in each course on their first day. Dean Hayes and Dr. Chilton will decide the most appropriate place for students to access these on our website. Archiving these syllabi in accordance with University retention policies should help to alleviate research of old syllabi sometimes required for licensing**.**
6. **Going Green Initiative –** Dr. Joel Lewis presented a PowerPoint designed to encourage the College to go paperless, recycle and conserve such things as electricity and water. Faculty members are encouraged to develop a plan and perhaps to include it as part of their syllabus. Faculty can lead this initiative by incorporating "green" practices into their mode of instruction and requirements. The College of Education as a whole will be developing a set of coordinated incentive programs to be announced at a later date.
7. **Computer Access Requirement –** Beginning with the fall semester 2010, the College of Education will require all students who are candidates for a degree in designated programs to own a personal**,** portable

laptop computer**.** Further discussions will be held with key faculty members and the Dean to further define the exact capacity and platforms of the equipment to be recommended for our discipline.

8. **USA Guidelines for Faculty and Administrative Searches –** Guidelines distributed.

9. **USA Academic Leadership Program –** During the program's inaugural year, the application/nomination process will select 15 individuals from the campus who hold leadership positions or are interested in pursuing a leadership position to attend six afternoon sessions throughout the academic year designed to enhance leadership skills.

10. **Undergraduate E-Learning Assistant Program** – A draft of this pilot program was presented.   The program is designed to aid faculty with technical issues related to course development and redesign. This program will launch in September with Undergraduate E-Learning Assistants (UEAs) recruited and recommended by the Department of Communications and other academic departments.

11. **Digital Measures** – The campus has instituted this software on a trial basis prior to full adoption. All faculty are encouraged begin inputting current information into Digital Measures as soon as the University template has been approved. This software has the capability of drawing information from Banner and other campus-wide data bases to enhance or further detail information by providing links to publications, presentations, syllabi, etc.   The College of Education and the Mitchell College of Business have agreed to participate in a trial run of the system beginning with those seeking tenure this fall. External reviews, evaluations or other confidential information will continue to be provided in paper form. Clerical help