

Dean's Administrative Council

Minutes of Meeting

March 25, 2019 at 10:00 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. Paige Vitulli, Chair of Integrative Studies; Dr. Robert Thompson, Chair of Hospitality and Tourism Management; Dr. Dennis Campbell, President of the College Faculty Council; Dr. Shelley Holden, Chair, Health, Kinesiology and Sports; Dr. Matt Binion, Director of Academic Assessments; Mr. Josh Wooden, Director of Academic Advising; Ms. Jennifer Simpson, Director of Field Services; Mr. Marcus Mitchell, Assistant Director of Marketing and Communications; and Ms. Aimee Meyers, Development Liaison

Dean Kent called the meeting to order at 10:02 a.m.

1. Information Update:

a. Faculty/Staff Searches:

Dr. Holden (HKS): Two candidates recently interviewed in HKS; one for the assistant/associate professor, and the other for the instructor in exercise science. Both candidates were recommended to Dr. Kent to proceed with the hiring process. Ms. Aline Botsis was approved and accepted our offer for the instructor position. The other candidate for the assistant/associate position is still in the approval process. Both positions are expected to start in August.

Dr. Santoli (LTE): Both the education leadership and elementary education positions have been filled. Dr. Karen Morrison accepted the offer for the elementary education non-tenure position, and Dr. Hank Bounds accepted the offer of the professor in education leadership. Both positions will start in August. Recruiting efforts are continuing for the assistant professor in special education. The search committee has identified two candidates to bring in for campus interviews.

b. Educator Excellence Scholarship (AK):

CEPS has admitted 10 students with the Education Leadership Scholarship for the summer. Last summer there were 18 admitted. Encourage faculty to continue to get the word out.

c. LMS Progress (AK):

The university is in transition to move to a new Learning Management System (LMS). The committee has narrowed it down to three vendors and will pilot in the fall and a few classes in the summer. The University is on-track in progressing with the transition to the new system.

d. USA Tuition Payment Plan (AK):

Beginning this fall, the University will offer an in-house payment plan through the credit union. A soft roll-out will be piloted this summer. A \$50.00 enrollment fee will be applied. There will be a 3 or 4 installment payment option available. The 15% deadline/drop date will be removed.

2. USA Scholarship for Out-of-State Students (AK):

There will be a new USA scholarship for out-of-state students available (see attached handout). Basically, the scholarship means that the student will now be paying the in-state tuition rate instead of the out-of-state rate. Scholarship Guidelines:

- The scholarship is for undergraduate studies only and is effective for up to four years or until a first Bachelor’s degree is complete.
- The scholarship is credited to the student’s account for payment of tuition and fees due each semester.
- If a student does not meet the renewal requirements at the end of spring semester, the student may enroll on their own at USA during the summer semester to make up any deficiency. The scholarship will be forfeited if the student does not meet the renewal requirements at the end of summer semester.

3. Summer Contracts (AG):

Summer contracts will be out by April 15.

4. Graduate Studies Update (JK):

Dr. Kovaleski provided a handout to the council titled “CEPS Graduate Admissions Update”. Information provided as follows:

As of 3/21/19	2019	2018 (3/21/18)
Total all applicants	119	132
IN PROGRESS	88	74
Received	31	47
Accepted	12	36

KEY:

***IN PROGRESS** – started application, but have not paid the fee. Jamie has sent an email to all **IN PROGRESS** applicants – not too late to apply.

+**Received** – paid the application fee and under consideration if file complete

#**Accepted** – complete file and entered in Banner

5. Office of Assessment Update (MB): N/A

Dr. Matt Binion provided the following update:

- 9 weeks out from submitting to CAEP – May 31 deadline. Working on narratives and plan to meet with the committee members today.
- CAEP annual and Title II report due in the next couple of weeks.
- Collecting CLASS info and will upload classroom observation data.
- End of year survey out this week.
- Grad assistant exit surveys going out.
- Alumni data surveys received.
- New survey to principles, superintendents and others going out.
- Received first batch of EdTPA scores.
 - 78 passed on first attempt and 4 incompletes.

6. Advising and Certification Update (JW):

Mr. Josh Wooden provided the following update to the council:

- CHIPS program reviews currently moving forward and should wrap up this week.
- Bulletin revisions due this Friday. Final revision date is 4/26/19.
- Melanie is working on creating a “Major Guide” template for each major. Once complete she will forward to each department for review before sending to the Academic Advising Transfer Services Office for posting.
- Thursday is Student Honors and Award program. The event will be held in the Ballroom at the Student Center.
- Scholarship numbers have increased to around 60 awards. Need more people on the committee to process all the applicants or funnel through the departments.

7. Faculty Council Update (DC):

Dr. Campbell provided the following update:

- The faculty assembly meeting is scheduled for April 3.

8. Development Update (AM):

Ms. Aimee Meyers provided the following update:

- Received 1.5 million.
- \$75,000 to close by the end of year.
- New \$10,000 scholarship coming up from Tiffany Whitfield.
- Spectrum Resort created another \$5,000 to add to their scholarship.
- CEPS will be hosting with the Alumni Society on May 16th at the Troy baseball game. Great networking opportunity. Aimee will create a new “SAVE THE DATE” and send out.
- The CEPS Advisory Council is working with Dr. Kent to host “Conversations with the Dean” to help spread the word about what’s going on in the College. Each member will be inviting 2 guests. We will need help from the chairs to initiate conversations.

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9. Other (AK):

- Mr. Marcus Mitchell is working on the new CEPS video shooting and needs names of students who can speak well and are comfortable in front of the camera.
- HTM Summit – last Thursday in Orange Beach. Great key note speakers. Brian, a Passage USA student, spoke at the event and did a fabulous job. Brian recently did an internship with Spectrum Resorts.

The next scheduled meeting is **Monday, April 29, 2019 at 9:30am.**`