

Minutes
Dean's Administrative Council
College of Education
University of South Alabama
UCOM 3619
11:00 AM – 12:00 PM, December 7, 2009

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. Frederick Scaffidi, Chair, Health, Physical Education, and Leisure Studies; Dr. Abigail Baxter, Director, Graduate Studies and Research; Dr. Peggy Delmas, Director, Student Advising; Dr. Andrea Kent, Director, Field Services; Dr. James Van Haneghan, Director, Assessment and Evaluation. **Absent Members:** Dr. Harold Dodge, Interim Chair, Leadership and Teacher Education; Dr. Tres Stufurak, COE Faculty Council Representative.

Dean Hayes called the meeting to order at 11:00 a.m.

1. Information Update

- a. **COE Basketball Night 2/11/2010** – information provided
- b. **Christmas Decorations** - information provided
- c. **New Faculty Searches** – Candidatees scheduled to be interviewed this week.
- d. **HEOA/Textbook Request Deadlines** – A memo from Dr. David Johnson on The Higher Education Opportunity Act (HEOA) was distributed and stated the HEOA becomes effective on July 1, 2010. The memo also stated that textbook information must be made available to students during registration. In order to comply with this law, USA will have to adjust the deadlines for textbook requests, starting with the textbooks that will be ordered for classes offered spring semester 2011. The textbook request deadlines are:

Spring Semester 2011

The textbook request deadline for Spring 2011 will be moved from October 1, 2010 to September 16, 2010. Spring semester registration will begin on October 18th.

Fall Semester 2011

The textbook request deadline for Fall 2011 will be moved from April 8, 2010 to February 21, 2010. Fall registration will begin on April 11th.

This timeline will be reviewed by the Bookstore after the Spring term to make additional time adjustments if needed for the Spring 2012 semester.

2. Founders Day

Suggestions were solicited on the format for presentations of Faculty and Student Scholarship as part of Founders Day. Dr. Feldman shared ideas on the diversity in delivering instruction for faculty presentations and suggested soliciting papers from faculty under the key term “Innovation in Instruction.” All agreed to discuss the activity with COE faculty for their feedback.

3. Education Retention and Graduation Rates

It was reported that thirteen percent (13%) of first-time full time degree seeking freshman who entered in Education in Fall 1999 graduated within a six year period.

4. Non-Returning Students (Fall 2007, Fall 2008) – Information provided

5. Template for Course Efficiency Initiatives

Dean Hayes reported the template for course efficiency initiative is currently not online and reiterated the standard efficiency is to increase credit hours with fewer faculty in the classroom. The submission timeline for the course efficiency templates are:

COE Chairs - All templates are due to the Dean's office by January 10, 2010.

Final Report - A final report is due to Dr. David Johnson on January 20, 2010.

6. Academic Dismissal

A copy of the Graduate School policy on Academic Dismissal was distributed. As outlined, discussion focused around the COE's current practice of not accepting students into other programs in the College once dismissed and the Graduate School policy which states a student who has been academically dismissed is eligible to reapply to the Graduate School subject to the approval of the director of graduate studies of the specific new program and the Dean of the Graduate School. This is not intended to include the program from which the student has been dismissed. The DAC discussed the Graduate School policy at length in an effort to decide whether to further restrict its procedures regarding application subsequent to dismissal. Major points raised in the discussion: (1) Define the word "program;" (2) Develop form or process approval for students; (3) Encourage Keith Harrison to rewrite formal policy. Dean Hayes has asked Dr. Baxter, Graduate School Director to address these major points and report on them at the next DAC meeting.

7. Course Format Policy

A Course Format Policy was distributed that contained a proposal template and transmittal sheet for Blended, Web-Hybrid, and Fully-Online Courses. The blended and web-hybrid courses combine face to face instruction with significant electronic learning use that results in a reduction of traditional class time by five to seventy-five percent for blended courses and five to forty-nine percent for web-hybrid courses. The fully-online courses are delivered entirely via an online format approved by the Office of Academic Affairs. This policy offers faculty members an alternative to the traditional method of delivering instruction and challenges them to incorporate new instructional methods into their teaching.

Respectfully submitted,

Regina McCreary
Recorder